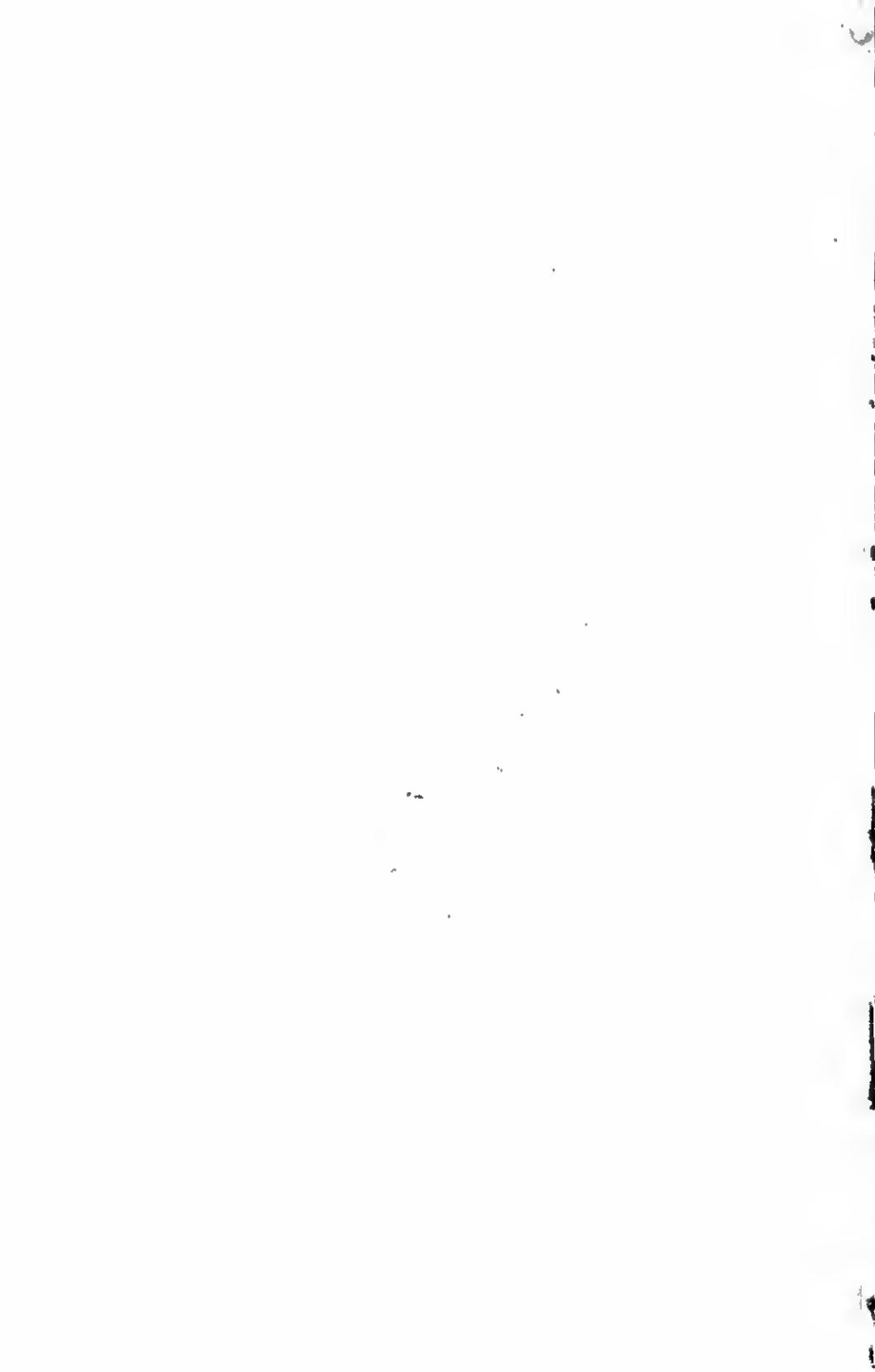


GOVERNMENT OF INDIA
DEPARTMENT OF ARCHAEOLOGY
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A. L. A. RULES FOR
Filing Catalog Cards



A. L. A. RULES FOR Filing Catalog Cards

Prepared by a Special Committee
SOPHIE K. HISS, CHAIRMAN

16155



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AMERICAN LIBRARY ASSOCIATION
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PUBLISHER'S NOTE

The rules presented in this volume are offered as representing the best accepted practice. The presentation of the material, particularly the showing of relationships, has presented many problems. Users are urged to send comment, criticisms and suggestions to the publishers to the end that reprints or revised editions may better serve their purpose.

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vided that the guide-cards at the given point show with precision the order adopted.

The separation of the subject catalog from the author and title catalog, which in recent years has been adopted by a number of libraries, does not require changes in the general alphabetizing rules. The divided catalog simplifies to some extent the problem of the order of entries, but does not alter the arrangement within each type entry.

The code does not attempt to distinguish between, or to suggest, cataloging practices, except insofar as to call attention to an occasional detail that makes clearer the filing of an entry. The cataloger should keep constantly in mind the filer's problems and exercise care in cataloging details that may render filing and finding easier. In order to avoid confusion, since cataloging practices are not uniform, the examples in the following rules have been selected from entries that conform to the American Library Association or the Library of Congress cataloging rules.

For the convenience of small libraries, a selected list of recommended rules, together with a comprehensive example, will be found in Appendix V.

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A.L.A. Rules for Filing Catalog Cards

1. Basic rule

- a) Arrange all entries according to the order of the English alphabet. *See also* Modified letters (Rule 2): Signs and symbols (Rule 3)
- b) Arrange word by word, alphabetizing letter by letter to the end of each word.

| | | |
|-------------------|------------|-------------------|
| New Amsterdam | <u>not</u> | New Amsterdam |
| New England | | Newark |
| New wives for old | | New England |
| Newark | | Newman |
| Newman | | New wives for old |

2. Modified letters (umlaut, special letters)

- a) Disregard the modification of all letters, including the umlaut. Arrange ä, á, å, ê, ï, ö, ó, õ, ø, ü, û, as a, e, i, o, u; ç, é, č, ī, ñ, š, ž, as c, l, n, s, z.

There are a number of other modifications which in transliteration from Oriental and other languages show dots or lines above or below the letters.¹ These will cause no difficulty in a general catalog if disregarded. Libraries requiring a different arrangement, as in a special language catalog, should adopt rules in accordance with the usage of the language.

In the case of headings with an umlaut in the first syllable, cross references should be made from, and to, the form spelled with an e.

| | |
|------------------------------------|--------------------------|
| Muel, Leon | Mullen, Allen |
| Muellenbach, Ernst | Müllen, Gustav |
| Mueller | Müllendorf |
| <i>see also</i> Muller (or Müller) | Muller (or Müller) |
| Mueller, Alfred Don | <i>see also</i> Mueller |
| Muenscher, Joseph | Müller, Adam |
| La muerta de Néron | Muller, Adam L |
| Mullen (or Müllen) | Münchener bienen-zeitung |
| <i>see also</i> Muellen | |

¹ For the alphabets and diacritical marks used in foreign languages, see U.S. Govt. print. off., *Manual of foreign languages for the use of printers and translators*. 3d ed. (Washington: Govt. print. off., 1936.)

This is the recommended treatment of the umlaut. It is the practice followed in many German reference books and is simpler for the majority of the users of the catalog who are unaware of the philological significance of the umlaut. For libraries that prefer to recognize the German umlaut and to treat in like manner similarly marked vowels in other languages, the following alternative rule is given.

b) ALTERNATIVE RULE: File ä, ö, ü, in the Finnish, German, Hungarian, Scandinavian and modern Turkish languages as if written ae, oe, ue. This includes also the Hungarian ö and ü and the Danish-Norwegian ø.

File the Scandinavian å as aa.

| | |
|---------------------|-----------------------------------|
| Muel, Leon | Münchener bienen-zeitung |
| Muellen (or Müllen) | La muerta de Nérón |
| see also Mullen | Mullen |
| Müllen, Gustav | see also Muellen (or Müllen) |
| Muellenbach, Ernst | Mullen, Allen |
| Müllendorf | Muller |
| Mueller (or Müller) | see also Mueller (or Müller) |
| see also Muller | Müller |
| Müller, Adam | (This name is filed as if spelled |
| Mueller, Alfred Don | Mueller) |
| | Muller, Adam L |

c) Arrange other special letters as follows:²

- (1) The Latin i and j as distinct letters.
- (2) The gothic type v (for u) and vv (for w) as u and w.
- (3) The Dutch ÿ (a manuscript form for ij) as ij.³
- (4) Typographical characters and abbreviations used in Latin incunabula as if written in full.⁴

3. Signs and symbols

a) Signs without letters (used as author heading)

Arrange signs without preceding letters, when used instead of the author's name, before the letter A. Disregard the signs and subarrange by title; but if the signs are followed by titles of honor or forenames, subarrange by them. Signs alone precede signs followed by titles of honor, etc.

Signs at the beginning of a title, such as . . . or --, are also to be disregarded, the title being arranged by the word following the signs.

² Transliteration rules for the non-Roman alphabets are printed in the revised *A.L.A. Catalog Rules*. Card rules for the transliteration of Hebrew and Yiddish (rule 43), Modern Greek (rule 11) and the Slavic languages (rule 10) may be obtained from the Library of Congress at small cost.

³ Vatican 455.

⁴ For a list of typographical characters and abbreviations most commonly used in 15th and 16th century books, see U.S. Govt. print. off., *Manual of foreign languages*, op. cit., p.129-30.

???,
Doit-on pleurer ea femme

55
The language of the stars

Mémoires pour servir à l'histoire de la campagne de 1796

***, baron de
Bibliographie des ouvrages de poésie...française

A B C book
Aagaard, Carl Johan
Alden, John
-- and ships and sealing wax
Andover

b) Signs with letters (used as author heading)

When a letter or a syllable is followed by signs, disregard the signs and arrange by the letter or letters. Subarrange as above.

M***
Catalogue des livres choisis

M**
Notices des livres du cabinet

M****, Madame la contasse de

M****, Mademoiselle

M_____, Mr

M***, Monsieur

M., A.H.

M., M.W.

M***, Paul Hypolite

M., V.A.

Ma, Yin Ch'u

Mabie, Mary Louise

Mac_____, pseud., see MacManus, James

Mac, Reinhold

Macadam, Catharine

W*****s, H*n*y

W*****in**on, G****

c) Ampersand

Alphabet the character "&" as "and," "et," "und," etc., according to the language used.

England and Canada

England & Germany

England and her colonies

Revue des questions historiques

Revue & examen des expositions nationales

Zur geschichte der costume

Zur geschichte & charakteristik des deutschen genius

4. Initials

See also Abbreviations (Rule 5)

- a) Arrange an initial before a word beginning with the same initial letter.
- b) Arrange initials standing for names of organizations, broadcasting stations, airships, etc., whether punctuated or not, as initials and not as abbreviations, i.e., not as if spelled in full. For initials standing for geographical names, see Abbreviations (Rule 5: a).
- c) When headings consist of initials only, arrange initials standing for authors' names, if inverted (e.g., A., F. P.), before initials that are not inverted.

A., A., see Willis, Anthony Armstrong
A., B.
A., E.V., see Trezavant, Eva Whitthorn
A., F.P., see Adams, Franklin Pierce
A., T., see Aehe, Thomas
A.A., see Willis, Anthony Armstrong
A.A.A., see U.S. Agricultural adjustment administration
A A C color photography
ABC of the NRA
A bae Rigolboche
ADAC - motorwelt
A.E., see Russell, George William
A.E.F., see U.S. Army. A.E.F., 1917-1920
and also titlee beginning A.E.F.
The A.E.F. in battle
A.L.A. see American library asecociation; Automobile legal asecociation; and also titles beginning A.L.A.
A.L.A. booklist
A.L.A. directory of tourist homes
A.L.A. in Siberia
A la mode cookery
A.S.M.E. news
A was an archer
Aa, Cornelis van der
Ambach, E. L.
American expeditionary force, see U.S. Army.
A.E.F., 1917-1920; also titles beginning A.E.F.
American library association, see also titles begin-ning A.L.A.
Automobile legal association, see also titles begin-ning A.L.A.

This arrangement follows the general usage in regard to filing personal names (Rule 19). The following alternative with its single alphabet is preferred by many libraries on the ground that users of the catalog do not distinguish between inverted and noninverted initials.

d) ALTERNATIVE RULE: Arrange initials standing for authors' names, whether inverted or not, alphabetically with initials standing for organizations or beginning a title, disregarding the inversion and punctuation.

A.A., see Willis, Anthony Armstrong
 A.A.A., see U.S. Agricultural adjustment administration
 AAA travel...
 A A C color photographs
 A., B.
 ABC of the NRA
 A bas Rigolboche
 ADAC - motorwelt
 A.E., see Russell, George William
 A.E.F., see U.S. Army. A.E.F., 1917-1920
 and also titles beginning A.E.F.
 The A.E.F. in battle
 A., E. V., see Trezavant, Eva Whitthorn
 A., F. P., see Adams, Franklin Pierce
 A.L.A., see American library association; Automobile legal association; and also titles beginning A.L.A.
 A.L.A. booklist
 A.L.A... directory of tourist homes
 A.L.A. in Siberia
 A la mode cookery
 A.S.M.E. news
 A., T., see Aehe, Thomas
 A was an archer
 Aa, Cornelis van der
 Aabel, Marie
 American expeditionary force, see U.S. Army. A.E.F., 1917-1920; also titles beginning A.E.F.
 American library association, see also titles beginning A.L.A.
 Automobile legal association, see also titles beginning A.L.A.

5. Abbreviations

See also Elisions (Rule 6); Initials (Rule 4)

a) Arrange abbreviations as if spelled in full; e.g., Dr., Mr., Mrs., Mlle., S., St., Ste., etc., as Doctor (or in German, Doktor), Mister, Mistress, Mademoiselle, San or Sanctus, Saint, Sainte, etc. Also Ha (Greek 'A) as Hagios. This includes initials and other abbreviations used for geographical names; e.g., N.Y. as New York, Gt. Brit. as Great Britain.

Colonel Carter
 Col. Ross of Piedmont
 Colonel Witbersby's strike
 Dr. Gratten
 The doctor, his wife and the clock

Dr. Jekyll and Mr. Hyde
 Mrs. Ames
 Mistress and maid
 Mrs. Dane's defense
 Mistress of Husaby
 St. Petersburg
 Saint Pierre
 St. Vincent
 Ste. Anne des Monts
 Sainte Beuve
 United States and war
 U.S. army facts and insignia
 U.S. camera magazine
 United States daily

An explanatory reference should be made from the abbreviation to the full form whenever necessary.

Mrs.

Entries beginning with Mrs. are filed as if spelled Mistress

St.

Entries beginning with St. are filed as if spelled Saint

b) Disregard the abbreviations K., K.K., I., R., etc. (standing for Kaiserlich, Königlich, Imperiale, Reale, etc.) at the beginning of names of foreign learned academies, societies, etc., and arrange by the word following the abbreviation. The words for which these abbreviations stand are not familiarly known or spoken as part of the name.

In the names of English societies, Imperial and Royal are not to be disregarded.

Acadians
 R. Accademia dei Lincei, Rome
 Accidents
 K. Akademie der wissenschaften, Berlin
 Akenside, Mark
 Hoepli, Ulrico
 K.K. Hof- und staatsdruckerei, Austria, see Austria.
 KK. Hof- und staatsdruckerie
 Hoffer, Andreas
 Royal empire society, London

6. Elisions

See also Names with an elided prefix (Rule 13)

Arrange elisions as they are printed and not as if spelled in full. Treat as one word the contraction of two words resulting from an elision.

Exception: Foreign articles and prepositions with a final vowel elided are to be treated as separate words and not as contractions.

Bibliothèque d'anthropologie
 Bibliothèque d'histoire
 Bibliothèque de la révolution
 Cap'n Eri
 Capo d'anno
 De l'intelligence
 De la vida internacional
 Flower o' the lily
 Flower of destiny
 Who is who in literature
 Who'd be king
 Whom the gods destroy
 Who's who
 Whose home is the wilderness

Note: Some libraries make no exception of gendered articles and prepositions, but this is contrary to the usage of the foreign language itself.

7. Initial article

For names beginning with an article, see Names with a prefix (Rule 13) and Oriental names (Rule 14)

a) In alphabetizing titles, disregard an initial article in the nominative case in all languages; but in foreign languages do not disregard initial articles in other than the nominative case, because such articles contain a prepositional element.⁵

b) In case the form of the indefinite article is the same as that of the numeral "one" (e.g., the French "un" or "une") care must be taken to distinguish the use, because the numeral is to be regarded in filing.

c) As initial articles, "de" (dialect for "the") and "ye" (Anglo-Saxon and early English form of "the") are to be disregarded; but "ye," the personal pronoun of the second person plural, is to be regarded.

Au temps des équipages
 De la terre à la lune
 De libris
 Dem dichter in der fernen bild geblieben
 The den
 Den lieben süßen mädeln
 Les déracinés
 Des alten handwerks recht und gewohnheit
 Du contrat social
 Dublin
 Eine von zu vielen [numeral]
 Un homme à la mer
 Eine kleine gefälligkeit
 Das kleine heldenbuch
 De night in de front from Chreesmas

⁵ For articles to be disregarded in filing, see U.S. Govt. print. off., op. cit.

Ye olde fire laddies
 Un de Baumugnes [numeral]
 Ye that judge [personal pronoun]

A table of initial articles to be disregarded in foreign languages will be found in Appendix II.

8. Punctuation marks. Possessive case, etc.

See also Inverted titles (Rule 37:f)

In alphabetizing titles, disregard punctuation marks and the apostrophe. For an exception to this rule, see Periodicals (Rule 37:c).

| | |
|-------------------|------------------------------|
| Boy Scouts | Life; a book for a young man |
| Boycott | Life — a bowl of rice |
| Boye' clubs | Life after death |
| Boy's King Arthur | Life — an obstaole race |
| Boys of '76 | Life and art |
| A boy's town | Life, mind and spirit |

9. Numerals

a) Arrange numerals in the titles of books as if spelled out in the language of the rest of the title. Spell numerals and dates as they are spoken, but omit the "and" in spoken numerals except at a decimal point between two digits and in mixed numbers.

Note: The omission of the "and" is recommended because spoken numerals are so taught in American public schools. Many libraries, however, prefer to retain the "and" because it usually appears on title pages where numerals are written out.

| |
|---|
| 100 as one hundred (not as a hundred) |
| 101 as one hundred one (not as one hundred and one) |
| 1000 as one thousand |
| 1500 as fifteen hundred (not as one thousand five hundred) |
| 1812 as eighteen twelve, if a date; otherwise as eighteen hundred twelve (not as one thousand eight hundred twelve) |
| 2,341,406 as two million, three hundred forty-one thousand, four hundred six |
| 6½ as six and one half |
| .624 as six hundred twenty-four thousand the |
| 600.024 as six hundred and twenty-four thousandths |

This rule is not precise because numerals are not always spoken the same, but it is practical because to file each numeral as if spelled in full raises difficulties for users of the catalog who will look under the spoken word.

| |
|--|
| Acht tage auf ehrenwort |
| Achtundvierziger |
| 1813; ein cyklus [achtzehnhundert dreizehn] |
| 1812; ein historiecher roman [achtzehnhundert zwölf] |
| Dix, Lester |
| 1802 [dix huit cent deux] |

1812 ouverture {dix huit cent douze}
 Les dix-sept ans de Marthe
 100 Jahre bauen und schauen {ein hundert}
 1500 facts and similes
 4½ years in the Italy mission {four and one half}
 1940 book of houses {nineteen forty}
 1914 diary {nineteen fourteen}
 1917 war tax guide {nineteen seventeen}
 One hundred and one famous poems
 One hundred best books
 100 bungalows
 150 radio hook-ups {one hundred fifty}
 101 metal-working projects {one hundred one}
 One thousand and one illustrations
 One thousand juvenile delinquents
 1001 one minute stories {one thousand one}
 1600 business books
 Sixteen years in Siberia
 \$1200 a year
 2400 business books
 Two thousand years ago

A table of numerals in foreign languages will be found in Appendix III.

b) Numerals at the beginning of such titles as "Annual report," "Course in," "Proceedings," "Report," etc., are to be arranged numerically and not alphabetically.

| | | |
|-----------------|------------|-----------------|
| General account | <u>not</u> | First report |
| First report | | Fourth report |
| Second report | | General account |
| Fourth report | | Second report |

c) Numerals following headings that are otherwise identical usually indicate a numerical or chronological arrangement. (See Rule 38)

10. Words spelled in two ways

See also Hyphened and compound words (Rule 11); Names spelled differently (Rule 15)

a) When title headings begin with a word that may be spelled in two ways (e.g., Labor and Labour) choose one spelling according to an accepted authority and file all titles under this form. Refer from the other spelling.

Labor and administration
 Labour and industry
 LABOR AND LABORING CLASSES
 Labor economics
 Labour in the commonwealth
 LABORATORIES
 Laboulaye
 Labour, see Labor

The following alternative arrangement is also an accepted practice but is not as easy to consult unless the user of the catalog knows the exact spelling.

b) ALTERNATIVE RULE: When title headings begin with a word that may be spelled in two ways, arrange according to the spelling of the title page. Refer from one spelling to the other.

Labor, see also the spelling Labour
 LABOR AND LABORING CLASSES
 Labor economics
 LABORATORIES
 Laboulaye
 Labour, see also the spelling Labor
 Labour and industry
 Labour in the commonwealth

11. Hyphened and compound words

See also Compound names (Rules 12-13)

- a) Arrange hyphened words as separate words.⁶
- b) Arrange as one word compound words that are printed as one;⁷ but if a compound word is printed sometimes as one word and sometimes as two words (or hyphened) choose one form according to accepted usage⁸ and refer from the other form.

This rule may also apply to titles beginning with such a compound (e.g., Hand book, Hand-book, Handbook). If, however, it is preferred to arrange titles as printed, references should be made from one form to the other. (cf. Rule 10: b)

The book and its story
 BOOK-BINDING, see BOOKBINDING
 BOOK COLLECTING
 Book-hunter
 Book of animals
 BOOK-PLATES
 BOOKBINDING
 BOOKPLATES, see BOOK-PLATES

- c) Arrange as one word, words with a hyphened prefix such as anti-, co-, electro-, ex-, inter-, mid-, non-, pan-, post-, pre-, pro-, re-, trans-, tri-, etc.

ANTI LANGUAGE
 ANTICHRIST
 ANTI-INJUNCTION LAW, see INJUNCTIONS
 ANTI-RENT TROUBLES, NEW YORK, 1B39-1B46
 ANTISEMITISM, see JEWISH QUESTION

⁶ Cutter 317.

⁷ Cutter 316.

⁸ A. M. Ball, *Compounding in the English language*. (N.Y.: H. W. Wilson, 1939.)

Anti-Scmitism yesterday and tomorrow
 ANTISLAVERY
 Anti-slavery tracts
 Cooperative marketing
 Co-operative movement
 Inter arma
 Interaction
 Inter-America
 Inter-collegiate association
 Intercollegiate bureau
 Pro patria
 Proal, J.A.
 Pro-British history text-books
 Pro-musica quarterly
 Pro-Palestine federation

12. Names compounded of two words

For the further arrangement of entries under compound personal names, see Rules 17:b, 18 and 20.

Arrange names consisting of two or more words, with or without a hyphen, as separate words.

This includes names beginning with New, Old, East, North, Saint, San, Santa, etc.

| | |
|------------------|----------------|
| New Hampshire | St. Petersburg |
| The New republic | Saint Vincent |
| New thought | Sainte Beuve |
| New York | Saintine |
| Newark | San Francisco |
| North Africa | San Jose scale |
| North Haven | Sanborn |
| North Wales | Santa Lucia |
| Northampton | Santagnello |

An alternative practice found in many reference books and in some libraries is to treat a name beginning with Saint, San, Santa, etc., as a name with a prefix (cf. Rule 13) and to file as one word. This practice is not recommended because Saint, San, etc., are words, not prefixes.

13. Names with a prefix

For Oriental names beginning with an article, see Rule 14:a.

a) Arrange a name with a prefix as one word.⁹ This includes names in which an article or a preposition is written as part of the name and is not transposed; such names as Ap Thomas, D'Arcy, Des Barres, Du Challu, Fitz Allen, Le Sage, L'Estrange, MacFingal, O'Neal, Van Allen, Zum Felde, Zur Brücke, ZuTavern, etc.

⁹ Cutter 311.

| | |
|----------------|--------------------|
| Defoe | Las Vegas, N.M. |
| De la Roche | L'Estrange, Alfred |
| Delaware | Le Strange, Guy |
| Del Mar | L'Estrange, Roger |
| DeMorgan | Los Angeles |
| El Dorado | Ocantus |
| Eldorado, Neb. | O'Casey |
| El Paso, Texas | Tenberg |
| Lasale | Ten Broeke |
| La Salle | Vancouver |
| Lassalle | Van Dyke |

b) Names beginning with the prefix M' and Mc are filed as if spelled Mac, because they are so pronounced.¹⁰

An explanatory reference should be made from the abbreviated form to the full form, as

M' (or Mc)

Names beginning with M' or Mc are filed as if spelled
Mac

| | |
|---------|----------------|
| Mach | MacLaren, J.M. |
| McHale | M'Laren, J.T. |
| Machard | McLaren, L.L. |
| McHardy | MacLaren, R.S. |

14. Oriental names

a) Mohammedan (Arabic, Persian, Turkish) and Hebrew names

- (1) Disregard the initial article al- or el- (or the assimilated forms ad-, ar-, as-, az-) prefixed to Arabic, etc., names (e.g., al-Ghazzali) and the article ha- or he- prefixed to Hebrew names. But when the article comes between the parts of a name (e.g., 'Abd al Latif) it is to be regarded.
- (2) When a Mohammedan or Hebrew name begins with a part expressing relationship (e.g., the Arabic Abd, Abu, Ibn; the Hebrew Ab, Abi, Ben; the Syriac Bar) the parts are to be alphabetized as separate words.

This is the practice adopted by the Library of Congress and by a number of American universities and is recommended by the Oriental institute of the University of Chicago. European practice favors arranging as one word.

(Note: In the following examples, the names are not given in complete cataloging fullness, but in sufficient length to illustrate the rule.)

'Abd al-Ali

Abd al-Wahid

'Abd Alläh, see also Abdallah

'Abd Alläh ibn Ahmad

¹⁰ Cutter 312.

'Abd Allāh Sfar
Abdala
Abdalian
Abdallah, see also 'Abd Allāh
Abū 'Abd Allāh Bahā
Abū 'Abd Allāh Muhammad ibn Sa'd
Abū 'Abdallāh ibn Yakub
Abū 'Abdallāh Muhammad ibn Muhammad
Abū al-'Alā
Abū al-Fadl
Abū al-Fidā
Abū al-Walīd
Abū 'Ali Japhat, see Japhetb ben Eli
Abū Bakr
Abū Sa'id
Abucacim
Abū'l-Fazl, see Abū al-Fadl
Abūlafia, Abraham ben Samucl
Abulfeda, see Abū al-Fidā
Bar Ali
Bar-Am, Moshe
Bar-Habraaus, Gregorius, see Gregorius,
 'Abū al-Faraj
Barabas, Béla
Ban Adham
Ben Asshar
Benade
Benassi

b) Chinese names

Arrange Chinese names by the first part (family name) whether it is separated by a comma or not. But an old Chinese name that consists of only two hyphened syllables (e.g., Lao-tzū, "the Old one") is to be filed as a two-word phrase.

Lao-tzū
Laos
Li Chang
Li, Chi
Li Cbih-ch'ang
Li, Ching-chan
Li Hung-Chang
Li, Kung-lin, known as Li Lung-mian
Libby
Tai, Chi-t'ao
Tai, Tse Chian
Tai-ping raballion
T'ai-Shang
Taine

Some libraries prefer to file a two-syllable hyphenated name as one word because it is sometimes written as one word. References should be made from the name spelled as one word, e.g., Lactzū, see Lao-tzū.

15. Names spelled differently

Cf. Rule 13:b

Arrange separately names that differ in spelling however slightly.
Refer from one spelling to the other.

Andersen, see also the spelling Anderson,
Anderssen, Andersson
Andersen, Anders
Andersen, Hans Christian
Anderson, see also the spellings etc.
Anderson, Arthur
Anderson, James
Anderssen, see also the spellings etc.
Anderssen, Adolf
Anderssen, Walter
Andersson, see also the spellings etc.
Andersson, Axel
Clark, see also the spelling Clarke
Clark, Allen Culling
Clark, Howard Walton
Clark university
Clarke, Adam

Note: In the case of forename entries where there is a slight difference of spelling in other than the first syllable, e.g., Catharine and Catherine, Elisabeth and Elizabeth, many libraries disregard the difference and file according to the more commonly used spelling, with reference from the other. See Catherine in the comprehensive example, Appendix V.

16.-18. FORENAME ENTRIES

The arrangement of common forename entries presents difficulties to the user of the catalog, who does not know the form of the distinguishing designation chosen by the cataloger nor by what part of the designation the forename is alphabetized. A wide diversity of practice in catalogs and reference books indicates that no simple or fully satisfactory method of solving this problem has been found. Two orders of arrangement are offered: by the first (Rule 17) forename entries are filed before surname entries of the same name; by the second (Rule 18) forename entries follow surname entries. The former arrangement is the generally accepted practice in larger libraries; the latter arrangement may be used by a library of any size but is particularly recommended to smaller libraries because its alphabetical order is more intelligible to the average reader.¹¹

¹¹ Theresa Hitchler, Cataloguing for small libraries. Rev. ed. American library association, 1915. o.p. p.262-69.

16. Forename entries (general rules)

- a) Alphabet forenames that are the same by the designation or appellative following the name.
- b) Disregard a numeral following a forename except when necessary to distinguish between forenames with the same designation.
- c) In the names of sovereigns, disregard an epithet, such as "the Conqueror," "the Great," etc., when it comes between the forename and the designation. When the epithet is familiarly known, a reference should be made from the name alphabetized by the epithet, especially from the English form.¹²

Charles II, le Chauve, king of France
 Charles IV, le Bel, king of France
 Charles IX, king of France
 Charles, the Bald, see Charles II, le Chauve,
 king of France

- d) Disregard a second forename that comes between a numeral and a designation; but if the second forename precedes the numeral treat as a compound forename and do not disregard.

Karl IV, king of Sweden
 Karl X Gustaf, king of Sweden
 Karl XII, king of Sweden
 Karl August, crown prince of Sweden

17. Forename entries. Arrangement 1 (Before surname)

Arrange a forename entry before a surname entry beginning with the same name.

- a) Arrange forenames that begin with the same name in two main groups as follows:—

- (1) Forenames followed by a designation of rank, office or other title, such as bishop, brother, emperor, king, prince, pope, saint, sister, etc. Arrange alphabetically by the word indicating rank, etc., disregarding articles and prepositions.
- (2) Forenames followed by an appellative (epithet, byname, descriptive word or phrase used for identification, e.g., Thomas, Anglo-Norman poet, Thomas, of Edessa, Thomas Spalatensis) and forenames compounded of two or more words, the second part of which may be a second forename (e.g., Mary Clare), a family name (e.g., Mary Stuart), a name derived from a place (e.g., Charles d'Or-

¹² The practice of the A.L.A. cataloging rules and of the Library of Congress in inserting epithets between the names of sovereigns and their titles, makes such a reference puzzling to the user of the catalog. The awkwardness can be avoided by placing the epithet in curves after the title; e.g., Charles, duke of Burgundy (le Teméraire), William I, king of England (the Conqueror).

John (compound forenames)
 John de Burgh, see Burgo, Joannes de
 John Gabriel, sister
 John of Austria, see Juan de Austria
 John of Gaunt, duke of Lancaster
 John of Lancaster, duke of Bedford
 John of the Cross, Saint, see Juan de la Cruz, Saint
 John (surname)
 John, Alois
 John (titles, etc.)
 John and Joan
 John of Bordeaux (Old play)

Note 1: Linderfelt (397) calls for more classes, viz., (1) Saints, (2) Popes, (3) Emperors, (4) Kings, (5) Sovereign princes, (6) Other princes of sovereign houses, (7) Noblemen, (8) Others. Library practice varies as to the number of classes.

Note 2: Some libraries arrange compound forenames after the single forenames in the class to which each belongs.

18. Forename entries. Arrangement 2 (After surname)

Arrange a forename entry after the surname entries of the same name, interfiling with titles and other headings beginning with the same word. Include compound forename entries. Alphabet with regard to all words, articles and prepositions included.

Additional examples under Mary and Thomas will be found in Appendix I.

Charles (surname)
 Charles, David
 Charles, William
 Charles-Roux, Françoise*
 Charles (forenames, titles, etc.)
 Charlee [a title]
 Charles Alexander, duke of Lorraine
 Charles, archduke of Austria, see Karl, etc.
 Charles Aucheester, a novel
 Charles Borromeo, Saint, see Carlo Borromeo, Saint
 Charles City, Iowa
 Charles, count of Angoulême, duke of Orléans, see
 Charles d'Orléans
 Charles, count of Valois
 Charles d'Orléans
 Charles de Lorraine, duke of Lower Lorraine
 Charles de Saint Paul, see Vialart, Charles, bp.
 Charles Dickens in London
 Charles, duke of Burgundy (le Teméraire)
 Charles II, duke of Lorraine
 Charles, duke of Orléans, count of Angoulême, see
 Charles d'Orléans
 Charles Emanuel I, duke of Savoy, see Carlo
 Emanuele I, etc.

Charles V, emperor of Germany, see Karl V, etc.
Charles family
Charles II, king of France (le Chauve)
Charles II, king of Great Britain
Charles, king of the Franks, see Charlemagne
Charles, le Chauve, see Charles II, king of France
(le Chauve)
Charles, le Teméraire, see Charles, duke of Burgundy
(le Teméraire)
Charles Louis de Bourbon, duke of Parma
Charles Martel, mayor of the palace
The Charles men
Charles, père
Charles, the Bald, see Charles II, king of France
(le Chauve)
Charles, the Bold, see Charles, duke of Burgundy
(le Teméraire)
Charles, the Great, see Charlemagne
Charles the Second, a play

*If Rule 20:b is adopted, this compound surname will file with the forenames, titles, etc.

19. Surname entries

Arrange headings of the same surname as follows:—

a) A surname alone or followed only by an appellative or a designation (descriptive phrase, title of honor, etc.) precedes the same surname with initials or forenames.

b) A surname followed by an initial precedes the same surname followed by a fully written-out forename beginning with the same initial letter.

c) When both surnames and forenames are the same, arrange chronologically by date of birth, if known; otherwise by date of death or by period as given in the heading.

d) A name without date precedes the same name with dates. Arrange the names without date by the distinguishing designation following the name.

e) A pseudonym files after a real name alone, but before the same name followed by dates. It interfiles alphabetically with other designations.

f) Disregard titles of honor and distinction such as Capt., Dr., Hon., Lady, Mlle., Mme., Mrs., Sir, etc., before a name and Bp., D.D., F.R.S., LL.D., baron, comte, graf, etc., after a name, unless it is necessary to distinguish between names that would otherwise be identical.

Brown, ---
Brown, Capt.
Brown, Mrs.
Brown, pseud.
Brown, A. G.

Brown, Albert
 Brown, Mrs. Augusta
 Brown, B. L.
 Brown, John
 Brown, John, genealogist
 Brown, John, of Great Yarmouth
 Brown, John, philomath
 Brown, John, pseud.
 Brown, Sir John
 Brown, John, 1716-1766
 Brown, John, d. 1811
 Brown, John, 1810-1882
 Brown, John A
 Brown, Sir John Abercrombie
 Brown, John Allen
 Brown, Peter, fl. 1776
 Brown, Peter, 1764-1863
 Brown, R. A.
 Brown, R. Grant
 Brown, Ralph
 Browne, Charles Albert

20. Surname entries—Compound surnames

a) Arrange surnames compounded of two or more words after the simple surname, but before titles and other headings beginning with the same word.

Hall, William
 Hall-Quest, Alfred
 Hall-Wood, Mary
 Hall & Patterson
 HALL FAMILY
 HALL MARKS
 HALL OF FAME

The above rule is based on Cutter (313). If a straight alphabetical order is preferred, adopt the following alternative:—

b) **ALTERNATIVE RULE:** Arrange personal surnames compounded of two or more words after the simple surname, interfiled in alphabetical order with titles and other headings beginning with the same word.

Hall, William
 Hall & Patterson
 HALL FAMILY
 HALL MARKS
 HALL OF FAME
 Hall-Quest, Alfred
 Hall-Wood, Mary
 Hallam, Arthur

21. Names of clan, family, house, dynasty, etc.

a) Interfile a surname followed by "clan," "family," "House of,"

"Dukes of," etc., alphabetically with the titles and other entries following the simple surname. Disregard an inversion.

Compound surnames followed by "family," etc., follow their specific form of name.

| | |
|----------------------------|-----------------------------|
| Lloyd, William | Medici, Lorenzo de', il |
| Lloyd George, David | Magnifico |
| LLOYD GEORGE FAMILY | Medici, Michele |
| Lloyd-Williams, Richard | Medici-Tornaquinci, Alfonso |
| Lloyd brothers, Cincinnati | Cosimo de' |
| LLQVD FAMILY | Medici antiqui omnes |
| Lloyd guide to Australia | MEDICI, HOUSE OF |
| Lloyd library | |

b) ALTERNATIVE RULE: If Rule 20:b has been adopted, the order of entries will vary slightly, as follows:—

| | |
|----------------------------|-----------------------------|
| Lloyd, William | Medici, Lorenzo de' |
| Lloyd brothers, Cincinnati | Medici, Michele |
| LLOYD FAMILY | Medici antiqui omnes |
| Lloyd George, David | MEDICI, HOUSE OF |
| LLOYD GEORGE FAMILY | Medici-Tornaquinci, Alfonso |
| Lloyd guide to Australia | Cosimo de' |
| Lloyd library | |
| Lloyd-Williams, Richard | |

22. Firm names

a) Arrange the name of a firm in which forenames or initials follow the first name in its alphabetical place among the personal names.

Arrange a firm name without forename, a compound firm name, or a phrase firm name, alphabetically with the titles and other headings following the same name as surname.

| |
|-----------------------------------|
| Fraeer, Alice |
| Fraser, Arthur, 1893- |
| Fraser, Arthur, and company |
| Fraser, Charles |
| Fraeer, William |
| Fraser-Knight, James |
| Fraser & Charles |
| FRASER FAMILY |
| Fraser, firm, booksellers, London |
| The Fraser murder case |
| Fraser, Smith & oo. |

b) ALTERNATIVE RULE: If Rule 20:b has been adopted, the order of entries will vary slightly as follows:

| |
|-----------------------------|
| Fraser, Alice |
| Fraser, Arthur, 1893- |
| Fraser, Arthur, and company |
| Fraser, Charles |
| Fraser, William |

Fraser & Charles
 FRASER FAMILY
 Fraser, firm, booksellers, London
 Fraser-Knight, James
 The Fraser murder case
 Fraser, Smith & co.

23. Nobleman's title and bishop's see

Arrange a nobleman's title under which entry is made, and the name of a bishop's see from which reference is made to the family name, among personal names and not with places.

Holland, Edward James
 Holland, Henry Fox, 1st baron
 Holland, Henry Scott
 Holland (Province)
 London, Alfred
 London, Arthur, bp. of, *see* Winnington-Ingram, Arthur
 Foley, bp. of London
 London, Jack
 London, Conn.

24. Order of entries

A dictionary catalog theoretically consists of author, subject and title entries interfiled to form a single alphabet; but in actual practice, when the same heading is used for the three kinds of entry, the strictly alphabetic order has been broken down into more or less complex classed arrangements. This tendency, in some cases, has been carried to an extreme which renders a card catalog unnecessarily difficult to consult. In recent years there has been a reaction in favor of a more nearly alphabetic arrangement. Two orders of arrangement are, therefore, outlined below and are fully explained and illustrated in the rules and examples for arrangement under Place (Rules 31-32), Subject (Rules 33-35) and Title (Rule 37). Both arrangements are in use in libraries of different types and different sizes and both are equally recommended.

The first arrangement, designated as the *Classed order*, is based on Cutter (300) and has long been in general use, although in its application the Cutter rule has been variously interpreted, amplified and modified.

The second arrangement is designated as the *Alphabetic order*, because it retains an alphabetic arrangement wherever practicable.

a) Classed order

(1) When the same word, or combination of words, is used as the heading of different kinds of entry, adopt the fol-

lowing order: person, place, subject (other than person or place), title.

(2) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name.

(3) Subdivisions under person, place or subject file after the person, place or subject without subdivision and before other headings beginning with the same word.

Love (person)
Love, John L.
LOVE, JOHN L.
Love, William
LOVE (subject)
LOVE
LOVE - POETRY, see LOVE POETRY
LOVE - QUOTATIONS, MAXIMS, ETC.
LOVE (IN THEOLOGY)
Love (titles, etc.)
Love
Love and beauty
Love-letters
LOVE POETRY
Love songs, old and new
Baltimore (person)
Baltimore, Frederick Calvert, 7th baron
Baltimore (place: author)
Baltimore
BALTIMORE - Board of health
BALTIMORE - BOARD OF HEALTH
Baltimore - Fire dept.
BALTIMORE (place: subject)
BALTIMORE
BALTIMORE - DESCRIPTION
BALTIMORE - HISTORY
BALTIMORE, OHIO [another place]
Baltimore (titles, etc.)
Baltimore American
BALTIMORE CO., MD.
Baltimore, past and present

b) Alphabetic order

(1) When the same word, or combination of words, is used as the heading of different kinds of entry, arrange the entries alphabetically by the word following the entry word. Disregard kind of entry and form of heading, except as follows:—

(2) Arrange personal surnames before the other entries beginning with the same word.

This almost universal practice is adopted for practical convenience because users of the catalog may not know the designation or forename of the person sought and are confused and annoyed at having to search through so many entries that are not personal names.

Note: Small libraries may prefer to interfile personal names also.¹³

- (3) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name.
- (4) When title and subject headings are identical, file the title entries after the subject entries.

This segregation of title entries facilitates the search for a title when the author is not known, especially when the subject entries are numerous. In order that the title entries may not be overlooked, a guide-card should be used.

When, however, subject entries are few or the subject is a place, the title entries may be interfiled with the subject entries, arranging by the main heading of the book. This practice is recommended to small libraries. (cf. Rule 32:c)

Love, John L
 LOVE, JOHN L
 Love, William
 LOVE
 Love
 Love and beauty
 LOVE (IN THEOLOGY)
 Love-letters
 A love match
 LOVE POETRY
 LOVE - QUOTATIONS, MAXIMS, ETC.
 Love songs, old and new
 Baltimore, Frederick Calvert, 7th baron
 Baltimore American
 Baltimore and Ohio magazine
 BALTIMORE CO., MD.
 Baltimore, Md.¹⁴
 BALTIMORE, MD.
 Baltimore, Md. Board of health
 BALTIMORE, MD. BOARD OF HEALTH
 BALTIMORE, MD. -- DESCRIPTION
 Baltimore, Md. Fire dept.
 BALTIMORE, MD. -- HISTORY
 Baltimore, Ohio
 Baltimore, past and present
 Baltimore weekly magazine

¹³ S. G. Akers, *Simple library cataloging* (Chicago: American library association, 1927), p.70.

¹⁴ The name of the state has to be inserted to maintain the alphabetic order. (See Rule 32:d Note)

25.-26. ARRANGEMENT UNDER AUTHOR

Rule 25 covers the general alphabetic arrangement of entries under an author's name.

When, however, under a classic or voluminous author, the alphabetic order becomes difficult to consult because of the number of titles, editions, translations, etc., a grouping of entries should be introduced. Rule 26: *a* offers a simple grouped arrangement, adapted to the use of public libraries, which may be adopted, in part or in whole, as the need arises. Rules 26: *b* and 26: *c* outline alternative arrangements for university and large reference collections, where a more detailed grouped order, with subarrangement primarily by date, is usually required.

25. General arrangement under author

Under an author's name, personal or corporate, arrange the entries in two files: (a) works by the author, (b) works about the author.

a) Works by the author

(1) Arrange in one file all the entries, both main and secondary, for a person as author, joint author, compiler, editor, illustrator, translator and general added entry. Subarrange alphabetically by the title of the book.

Note: An earlier practice, still followed in some libraries, is to arrange the secondary author entries in a separate alphabet after the main author entries. This practice is not recommended because users of the catalog overlook entries so filed.

(2) In interfiling the secondary author entries with the main author entries, disregard the main author heading on the secondary entry cards and subarrange by title. To make this clear, underline the word in the title by which the entry is subarranged, or line out the main entry heading.

Optional exception: When a secondary entry is the editor or translator of another person's work, especially in the case of classic authors, subarrange by the main author heading instead of by the title. But do not do so if the editor or translator may be looked for as the author of the book either because of the wording or typography of the title page or because the editorial work is as important as the text. Since this is a matter of judgment, the filing should be clearly indicated by the cataloger.

(3) At the beginning of a title the author's name, even in the possessive case, may be disregarded; but not if it forms an integral part of the title.

Cicero
 (Ciceron.) L'amitié
 (Cicero's) Offices
 (Ciceron:) select orations
 (Cicero's) selected orations

Shakespeare
 (Shakespeare's) As you like it
 (Shakespeare's) historical plays
 Shakespeare adaptations
 Shakespeare's genius

(4) Analytics: Alphabet an author analytic by the title of the analytic, not by the title of the book. If there are two analytics of the same title subarrange by the main entry of the book.

If the title of an analytic and of a separate work are the same, file the separate work first, disregarding a subtitle or a second title, if any.

O'Neill
 The emperor Jones, Different, The straw
 O'Neill
 The emperor Jones (In Church. Curtain!)
 O'Neill
 The emperor Jones (In Locks. Plays of Negro life)

Note: It is clearer if the title as well as the author of the analytic is typed in the heading. Otherwise the analytic title should be underlined where it appears on the card.

(5) Criticisms: File a criticism of a particular title, edition, or translation, immediately after the entry for that title, edition or translation.

(6) Editions: Editions of the same title may be variously arranged depending partly on the character of the material and partly on the type of library to be served.

For scientific, technical and other factual material, arrangement by date is usually important. The latest edition may be filed first by arranging the dates in reverse order.

For belles-lettres, arrangement by publisher, editor, translator, or illustrator is to be preferred in public libraries. Editions, with or without editor, when better known by series (e.g., Loeb classics), should be arranged by series. Arrangement by date better meets the needs of university libraries, but may be used wherever preferred. (Cf. Rule 26:b)

Editions arranged by date only, should precede editions arranged by publisher, editor, etc.

Editions of the same title and same publisher or editor are subarranged by date.

Variations in subtitle may usually be disregarded.

McPherson

| | | |
|--------------------------------|---------|------|
| A course in general chemistry. | 4th ed. | 1936 |
| | 2d ed. | 1921 |
| | | 1915 |
| | | 1913 |

Stevenson

| | | |
|-----------------------------|------------------|--|
| A child's garden of verses, | N.Y., Appleton, | 1923 |
| | N.Y., Crowell, | c1918 |
| | Cambridge, Eng., | Heffer, 1922 |
| illus. by Burd | Akron, O., | Saalfeld, 1929 |
| | N.Y., | Scribner, 1909 |
| | illus. by Smith. | N.Y., Scribner, 1930 |
| | illus. by Noé | N.Y., Sears |
| | ; | introd. and notes by Weekes. Philadelphia, |
| | | Winston, 1928 |

Note: The Stevenson example shows arrangement by publisher. Arrangement by illustrator is shown in the Lang example following; by editor in the examples under Rule 26.

(7) Translations: Either of the following arrangements may be used. The second is suitable for large collections and for voluminous authors.

(a) Arrange each translation alphabetically by its own title. A note under the English title may be used to refer to the title under other languages, if needed.

Maeterlinck
Der blaue vogel

Maeterlinck
The blue bird

The library has this book also in French
(L'oiseau bleu) and in German (Der blaue vogel)

Maeterlinck

Death

Maeterlinck

Monna Vanna

Maeterlinck

La mort

Maeterlinck

L'oiseau bleu

(b) ALTERNATIVE RULE: Arrange translations alphabetically by language immediately after the original title. The original title and the language of the translation should appear in the heading of the card. Refer from the title of the translation.

(For an alternative arrangement see Rule 26:c)

Maeterlinck
 The blue bird
 Translations are filed alphabetically by
 language after the original title:
 L'oiseau bleu
 Maeterlinck
 La mort
 Maeterlinck (La mort. English)
 Death
 Maeterlinck
 L'oiseau bleu
 Maeterlinck (L'oiseau bleu. English)
 The blue bird
 Maeterlinck (L'oiseau bleu. German)
 Der blaue vogel

(Note: Only one reference is shown in the above examples.)

b) Works about the author

(1) Arrange in a second file the entries for works about the author, alphabetizing by the main entry of the book; or, if an analytic, by the author of the analytic.

Exception: The subject entry for a criticism of an individual title files immediately after the author entries for the title (cf. a 5 preceding).

(2) Arrange subject subdivisions alphabetically by the subdivision. (See examples under Rule 26)

Lang, Andrew
 Adventures among books
 Lang, Andrew, ed.
 Lang, Mrs Leonora Blanche
 Book of saints and heroes
 Lang, Andrew
 Complete works
 Lang, Andrew
 Homer and the epic
 Lang, Andrew, tr.
 Homerus
 The Iliad
 Lang, Andrew
 Late Jacobite tracts (In Bibliographica...)
 Lang, Andrew
 The Maid of France
 The library has this title also in
 French (La Pucelle de France)
 Lang, Andrew
 The making of religion

LANG, ANDREW
THE MAKING OF RELIGION
Tyrrell, George
The faith of the millions, v.2
Lang, Andrew, tr.
Homerus
The Odyssey
Lang, Andrew
La Pucelle de France
Lang, Andrew, ed.
The red fairy hook... with numerous illus. by
A.J. Ford and Lancelot Speed. London, Long-
mans, 1890
_____, with illus. by M. DeV. Lee. Philadel-
phia, Macrae Smith, [1927]
_____; introd. and notes by M.D. Holmes, illus.,
by Frederick Richardson. Philadelphia, Wins-
ton, [1930]
_____, illus. by Gustaf Tenggren. Philadelphia,
McKay, 1924
Lang, Andrew, it. auth.
Haggard, Sir H.R.
The world's desire
LANG, ANDREW
Gordon, G.S.
Andrew Lang
LANG, ANDREW
Rait, R.S.
Andrew Lang as historian

If the optional exception (a 2) is adopted, the order of entries would vary as follows:—

Lang, Andrew
Adventures among books
Lang, Andrew
Complete works
Lang, Andrew
Homer and the epic
Lang, Andrew, tr.
Homerus
The Iliad
Lang, Andrew, tr.
Homerus
The Odyssey
Lang, Andrew, ed.
Lang, Mrs Leonora Blanche
Book of saints and heroes
Lang, Andrew
The making of religion

Lang, Andrew, jt. auth.
 Haggard, Sir R.H.
 The world's desire

For an arrangement under Shakespeare, see the Comprehensive example, Appendix V.

26. Special arrangement under classic and voluminous authors

It is difficult for users of the catalog to locate a specific title, edition or translation under a classic author in even a medium-sized collection, therefore great care should be taken that guide-cards indicate clearly the grouping and arrangement of entries. Notes on the guide-cards should explain the order and method of alphabetizing within each group.

a) Arrangement 1

Arrange entries in the following main groups: (1) Complete, or nearly complete, works, (2) Selected works, Selections, etc., (3) Single works, (4) Works about the author.

(1) Complete works

Disregard wording of title and arrange by editor; or, if no editor, by series or publisher if well-known, otherwise by date. (cf. Rule 25:a 5-7)

(2) Selected works (partial collections, collected fragments and spurious works). Selections (anthologies, quotations, etc.). Arrange by title and subarrange according to Rule 25:a.

Note 1: When the title of a partial collection, consisting of two or more works, begins with the title of the first work (e.g., Cicero, *De senectute et De amicitia*), the entry is probably better filed with the entries for the first work under Single works, disregarding the other titles in the entry. Added entry may be made for the other title or titles.

Note 2: Selections (anthologies, extracts, quotations and other miscellanea) may, if preferred, form a separate group arranged before or after Single works.

(3) Single works (including fragments of a single work and single spurious or attributed works)

Arrange alphabetically by the best-known title in the original language.¹⁵ Indicate the titles by guide-cards and refer from other forms of the title and from well-known forms of the English title.

Under each title subarrange the entries like Complete works.

¹⁵ It is suggested that the Library of Congress Classification schedules for class P-PZ (Literature) be used to establish the original titles.

Note: For public libraries, arrangement under the best known English title may be preferred, with reference from the original title; e.g., under Cicero use the title *Friendship* and refer from *Amicitia, De amicitia, Laelius*.

(4) Works about the author

See Rule 25:b

Cicero. Complete works. Latin text

Arranged by editor, series or publisher, disregarding wording of title:

| | |
|----------------------------------|----------------|
| Opera; ed. stereotypa | 1816-22? |
| Opera. | Baiter 1860-69 |
| M. Tullii Ciceronis opera. | Ernesti 1810 |
| M. Tullii Ciceronis opera omnia. | Ernesti 1819 |
| Opera. | Gronovius 1692 |
| Scripta quae manserunt omnia. | Klotz 1855-83 |
| M. Tullii Ciceronis opera. | Lallemand 1768 |
| Opera. | Olivet 1758 |

Cicero. Complete works. (Translations)

Arranged by language and under language by translator.

| | | |
|----------------------|--------------------------------|---------|
| The works of Cicero | English | |
| Oeuvres... | French | Du Ryer |
| Oeuvres complètes... | French and Latin ¹⁶ | Nisard |
| Oeuvres complètes... | French | Prévost |

Cicero. Selected works. Selections, etc. (Latin text)

Arranged by title

Ars oratoria; selections

Cicero's correspondence

Cicero's idioms

De officiis; De amicitia; De senectute; Paradoxa...¹⁷

Eleven orations of Cicero

EPISTOLAE

Boot. *Observationes criticæ*

Epistolæ ad familiæres

EPISTOLAE AD FAMILIARES. 1474

Scholderer. A supposed Foligno edition of 1474

(Cicero's) essays on old age and friendship; and

Cicero's Oration for Milo

Extracts from Cicero

Offices, essays and letters of Cicero

Orationes et epistolæ selectæ

Orations; ed. by Moore

Orations; ed. by Yonge

Select orations and letters

(Cicero): ten orations and selected letters

Thesaurus

Cicero. Selected works. Selections. (Translations)

Arranged by language and under language by translator.¹⁸

¹⁶ May be arranged with original texts, if preferred.

¹⁷ May file among Single works under first title, if preferred.

¹⁸ May file by title under language, if preferred.

| | | |
|--|--------------------|----------|
| Cicero's essays on Old age and Friendship; also his Paradoxes | English | Edmonds |
| Cicero's three books of offices; also his Cato major... [etc.] | English | Edmonds |
| Letters to several of his friends | English | Melmoth |
| Letters to his friends (Loeb classics) | English | Williams |
| Lettres de Ciodron à ses amis | French and Latin | Prévost |
| Cicero. Single works | | |
| Academica (Academicæ quaestiones) | | |
| Amicitia, <i>see</i> Laelius | | |
| Ars rhetorica, <i>see</i> Rhetorica | | |
| Brutus (De claris oratoribus) | | |
| Cato major de senectute. (<i>Latin text</i>) | | |
| Laelius et Cato major | | |
| De senectute; dialogue on old age | Allen | |
| Caxton: Tulle Of olde age | Caxton & Sussebach | |
| Cato major de senectute. Laelius | Crowell | |
| De senectute et De amicitia | Dillaway | |
| Cato major de senectute | Huxley | |
| Cato major et Laelius | Stickney | |
| Cato major de senectute. (<i>Translations</i>) | | |
| Arranged by language and under language by translator. | | |
| A defense of old age... | English | Houghton |
| Cato major; or A discourse on old age... | English | Logan |
| Cato, or An essay on old age... | English | Melmoth |
| Consolatio | | |
| De amicitia, <i>see</i> Laelius | | |
| De claris oratoribus, <i>see</i> Brutus | | |
| De consolatione, <i>see</i> Consolatio | | |
| De fato | | |
| De finibus bonorum et malorum | | |
| De inventione rhetorica, <i>see</i> Rhetorica | | |
| De officiis | | |
| De officiis. Atzert | | |
| De officiis; tr... M'Cartney | | |
| DE OFFICIIS | | |
| Adams. De officiis et paradoxa | | |
| Neleon. De officiis in Christian thought | | |
| De senectute, <i>see</i> Cato major | | |
| Dream of Scipio, <i>see</i> Somnium Scipionis | | |
| Friendship, <i>see</i> Laelius | | |
| Laelius de amicitia | | |
| Laelius et Cato major | 1854 | |
| De senectute et De amicitia | Crowell | |
| Laelius de amicitia | Reid | |
| Cato major et Laelius | Stickney | |
| Laelius; a dialogue on friendship | Shuckburgh | |
| Officia, <i>see</i> De officiis | | |
| Old age, <i>see</i> Cato major | | |
| On friendship, <i>see</i> Laelius | | |
| On old age, <i>see</i> Cato major | | |
| Rhetorica | | |

Somnium Scipionis
Conway. From Orpheus to Cicero

CICERO. Works about
Boissier
Cicero and his friends
Conway
Makers of Europe
Caesar the destroyer. The originality of Cicero.
Peterson
Cicero, a biography

CICERO - BIBLIOGRAPHY
CICERO - LANGUAGE

Shakespeare. Complete works (Includes complete dramatic works)

Arranged by editor, etc., disregarding wording of title.
Shakespeare's comedies, histories and tragedies. 1623
(repr. 1902)

Mr William Shakespeare's comedies, histories and
tragedies. 1632 (repr. 1909)

Complete works. 1905?

Bell's edition of Shakespeare

The family Shakespeare, ed. by Bowdler

Complete works, ed. by Craig. (Oxford Shakespeare)¹⁹

Oxford Shakespeare; the complete works, ed. by Craig²⁰

Works... ed. by Gollancz. (Temple Shakespeare)¹⁹

Pictorial edition... ed. by Knight. 1839-43

Knights cabinet edition... 1851

Pictorial edition... ed. by Knight. 2d rev. ed. 1867

Shakespeare. Complete works. (Translations)

Arranged by language and under language by translator.
Shakespeare'n draamoja Finnish Cajender
Oeuvres dramatiques French Duval
Oeuvres complètes French Guizot
Shakespeare's dramatische werke German Schlegel

Shakespeare. Poetical works. (Collected and Selected)

For the Sonnets alone, and for single poems (e.g., Venus and
Adonis) see the file of Single works. Collections and selections of
the poems are arranged by title.

A book of Shakespeare's songs

Poems. (Ariel edition)

Poems; ed. by Brooke

Poetical works of Shakespeare and Jonson

Songs and sonnets; ed. by Palgrave

Songs and sonnets; illus. by Robinson

Songs from the plays

Under the greenwood tree; songs from the plays

¹⁹ May be arranged by series, if preferred.

²⁰ May be arranged by "Oxford," if preferred.

King Henry IV
King Henry the Fourth
King Henry IV, part 1
The historie of Henrie the Fourth. Part 1
King Henry IV, part 2
The second part of King Henry the Fourth
King Henry IV, part 2 (Translations)
Enrico IV (parte seconda) tr. Angeli. Italian
King Richard III
Richard the Third, a tragedy
Locrine [spurious and doubtful work], see Loorine
Much ado about nothing
The comedy of Much ado about nothing
Raigne of King Edvard the Third, see Edward III
(Drama)
Richard III, see his King Richard III
Songs, see the file of Poetical works preceding.
Sonnets
Shak-speare's Sonnets 1609 (repr. 1926)
Sonnets, and A lover's complaint Alden
The original order of
Shakespeare's sonnets Bray
Shakespeare's sonnets Brooke
The sonnets Mosher, publ.
Sonnets (Translations)
Le secret de Shakespeare; French. L'Hommedé
les sonnets
Shakespeare sonnets German. George. 1909
Sonnette German. George. 1931
Sonetos Spanish. Astrana Marin
Sonnets (Criticism)
Godwin. A new study of the sonnets
Hitchcock. Remarks on the Sonnets
Taming of the shrew
A modern prompt book of...Taming of Bacon and Kennedy
the shrew.
The taming of the shrew. Coriolanus. Booklovers ed.
Catharine and Petruchio Garrick
The taming of the shrew, a comic
opera by Goetz.
(a secondary entry with main entry under Goetz)
Shakespeare's comedy of the Taming Rolfe
of the shrew.
Taming of the shrew. (Translations)
Kunst Über alle Künste German. Kohler
Der widerspenstigen zähmung German. Weber
Two noble kinsmen, see Fletcher, John. The two noble
kinsmen.
Venus and Adonis
Adaptation of Shakespeare's poem Venus and Adonis
The winter's tale
The comedy of the winter's tale; abr. by Hiestand
Shakespeare's The winter's tale; ed. by Hudson

SHAKESPEARE. Works about
 SHAKESPEARE — ADAPTATIONS
 SHAKESPEARE — AUTHORSHIP
 SHAKESPEARE — BIBLIOGRAPHY
 SHAKESPEARE — COMEDIES
 SHAKESPEARE — CONCORDANCES, INDEXES, ETC.
 etc., etc.

For a simplified arrangement of Shakespeare according to Rule 25, see the Comprehensive example, Appendix V.

b) Arrangement 2 (For large reference collections)²³

Arrange entries in the following main groups:—1. Complete works, 2. Selected works: Partial collections (miscellaneous), 3. Selected works: Particular groups, 4. Single works. 5. Spurious and doubtful works, 6. Selections: anthologies, extracts, quotations, etc., 7. Subject entries.

(1) Complete works

Arrange in the following order:—

(a) Manuscripts and facsimiles of manuscripts

Arrange by date. A facsimile is arranged by date of the original.

(b) Texts in the original language

Arrange first by date and then by editor, disregarding variations in the wording of the title. Supply approximate date. Facsimiles and reprints are arranged first by date of the original and secondarily by date of the reprint.

(c) Translations

Arrange alphabetically by language and under language subarrange by date.

(d) Criticisms of a particular edition or translation

Arrange immediately following the text of that edition or translation.

(2) Selected works: partial collections

Arrange like Complete works

(3) Selected works: particular groups

Arrange alphabetically by the best-known group-title in the original language, and under each group-title arrange the entries like Complete works.

Note: If this separate arrangement of special groups is not desired, the groups may be included either with the other partial collections (2) or with the Single works (4).

²³ Since any general scheme has to be adapted to the individual author, no examples are given under Rules 26:b and 26:c.

(4) Single works

Arrange alphabetically by the best known title in the original language (ef. 26:a3). Under each title subarrange as follows:—

- (a) Texts in the original language. Arrange like Complete works.
- (b) Translations. Arrange as under Complete works.
- (c) Criticisms, etc. Arrange alphabetically by author of the criticism. *Exception:* a criticism of a particular edition or translation files immediately after that edition or translation.

(5) Spurious and doubtful works

Arrange (a) Collections; (b) Single titles. Under each subarrange like Complete works.

(6) Selections: anthologies, etc.

Arrange like Complete works. If preferred, the subarrangement under original texts and translations may be by title.

(7) Subject entries

See Rule 25:b

c) Arrangement 3 (ALTERNATIVE rule for large collections)

The distinguishing characteristic of this alternative arrangement is that translations and criticisms form separate groups following the entire body of original texts.

Arrange the entries in the following main groups:—1. Original texts, 2. Translations, 3. Biography and general criticism, 4. Criticism of individual works, 5. Other subject entries

(1) Original texts

Arrange as follows:—

- (a) Complete works
- (b) Selected works
- (c) Single works
- (d) Spurious and doubtful works
- (e) Selections

Subarrange each section as in 26:b 1-6, omitting translations and criticisms.

(2) Translations

Arrange by language and under language subarrange according to the sections a-e under Original texts.

Note: English translations may be placed first, if preferred.

(3) Biography and general criticism

Arrange by main entry.

(4) Criticism of single works

Arrange by the title of the Single work and subarrange by the author of the criticism.

(5) Other subject entries

See Rule 25: b

27. Corporate entries (Institutions, organizations, societies, etc.)

For corporate entries under country, state, city, etc., see Place arrangement (Rules 31-32) and example under U.S. Congress (Rule 38:c).

a) Under the corporate author headings for institutions, societies, etc. (e.g., churches, denominations, museums, universities, etc.) arrange titles and added entries according to the rules adopted for personal author entries (Rule 25).

b) Arrange subdivisions, both author and subject, in one alphabet.

Baptists. Alabama

Baptists. Alabama. State convention

BAPTISTS. BIOGRAPHY

Baptists. Board of education

BAPTISTS. HISTORY

Baptists. Massachusetts. Berkshire association

BAPTISTS. OREGON

Baptists. Oregon. General association

BAPTISTS. U.S.

Catholic church

CATHOLIC CHURCH

CATHOLIC CHURCH. BIBLIOGRAPHY

Catholic church. Catechisms

CATHOLIC CHURCH. CATECHISMS AND CREEDS

Catholic church. Councils

CATHOLIC CHURCH. DISCIPLINE

CATHOLIC CHURCH. HISTORY

Catholic church. Liturgy and ritual

CATHOLIC CHURCH. LITURGY AND RITUAL

Catholic church. Pope

Catholic church. Treaties

Harvard university

HARVARD UNIVERSITY

Harvard university. Arnold arboretum

HARVARD UNIVERSITY. BIOGRAPHY

Harvard university. Class of 1883

Harvard university. Class of 1901

Harvard university. Dental school

Harvard university. Dramatic club

HARVARD UNIVERSITY. EXAMINATIONS

Harvard university. Harvard alumni association
Harvard university. Library
HARVARD UNIVERSITY. LIBRARY

When a large number of entries exist under a corporate heading, a special scheme of arrangement may become advisable. Author and subject entries may be separated; and/or geographical subdivisions may be formed into a separate group. The Library of Congress indicates by the use of bold-faced type that, under a university, entries for alumni, student and similar organizations (e.g., Harvard university. Class of 1901, Harvard university. Dramatic club) may be filed separately. Such variations from a single alphabet should be made by large libraries as the need for them arises.

28.-30. ANONYMOUS CLASSICS: BIBLE AND OTHER SACRED BOOKS

Variation of cataloging practice in the formation of Bible and other anonymous classic headings makes it difficult to formulate a generally acceptable filing arrangement. The Library of Congress is revising its Bible headings to give language division precedence over form division in main-entry headings, e.g., *Bible. English. Selections* instead of *Bible. Selections. English*; and by using the latter as an added entry, makes possible a double arrangement. See *Conspectus of L.C. Bible arrangement, Appendix IV*. Since few libraries require this elaborate system of double entries and double arrangements, the following schemes are recommended:—

Rule 28 is an arrangement, based on the Library of Congress revised headings, that is suitable for large collections.

Rule 29 is a simplified, more nearly alphabetic arrangement, suitable for smaller and medium sized collections.

For a strictly alphabetical arrangement for small collections, see Appendix V.

28. *Bible*. For large collections, based on Library of Congress revised headings.

Arrange Bible entries in groups in the following order:—

a) *Bible. Manuscripts*

Arrange by language and under each language by parts. Refer from the parts, viz., *Bible. O.T. Manuscripts*, see *Bible. Manuscripts. Language. O.T.*

b) *Bible as a whole*

(1) *Texts*: arrange alphabetically by language. A polyglot Bible may file before the single languages or in its alphabetical place.

Under each language, subarrange in two main groups:—

(a) By date, and then by version or editor.

ALTERNATIVE: Libraries that prefer to keep versions together may do so by arranging first by version or editor and then by date; entries with date only preceding those arranged by version, viz.,

Bible. English. 1811
 English. Authorized. 1611
 English. Authorized. 1763
 English. Douai. 1852
 English. Fenton. 1938
 English. Geneva. 1590
 English. Moffatt. 1926
 English. Moffatt. 1955

(b) By form division, alphabetically, as

Bible. Language. Lessons, Liturgical
 Bible. Language. Paraphrases
 Bible. Language. Selections

Under the form divisions, the further subarrangement may be either by date (Library of Congress) or by title; the latter of these is to be preferred by public libraries because the titles are usually distinctive.

(2) Bible as subject

Arrange alphabetically by subject subdivision, and under each subdivision by main entry.

c) Bible. Old Testament.

(1) Texts: arrange as in b 1 above.

(2) Subject: arrange as in b 2 above.

(3) Parts; under each part arrange by language and by subject as above. The parts of the Old and New Testaments may be arranged either in alphabetical or in canonical order. The alphabetical is recommended since the canonical is no longer familiarly known. If the canonical is used, the parts should be listed on a guide-card at the front of each drawer, or a numbered alphabetical index should be filed at the beginning of the section, see Index table, Appendix IV. Groups of books, such as the Pentateuch, should file in their alphabetical places; or, if the canonical order is adopted, before the first book of the group.

d) Bible. New Testament

Arrange like the Old Testament

e) Bible (titles, etc.)

Bible. Manuscripts

Bible. Manuscripts, Church Slavic. N.T. Gospels
Bible. Manuscripts, Gothic. Codex argenteus
Bible. Manuscripts, Greek. Codex vaticanus
BIBLE. MANUSCRIPTS, GREEK. CODEX VATICANUS
Bible. Manuscripts, Greek. O.T. Genesis
Bible. Manuscripts, Greek. N.T. Codex vaticanus
Bible. Manuscripts, Latin. O.T. Psalms
BIBLE. MANUSCRIPTS
Bible. Manuscripts. Facsimiles

Bible. Texts, arranged by language

Bible. Polyglot. 1901
Bible. Armenian
Bible. English. 1881. Revised
Bible. English. 1911. Authorized
Bible. English. 1922. Moffatt
Bible. English. 1931. Authorized
Bible. English. Paraphrases. 1902
The Christ of the ages in words of Holy writ.
Bible. English. Paraphrases. 1934
The Bible in song.
Bible. English. Selections. 1887
Commands and promises for daily meditations.
Bible. English. Selections. 1911
The busy man's Bible.
Bible. English. Selections. 1915
Gems from the Bible.
Bible. English. Selections. 1918-21
The shorter Bible.
Bible. English. Selections. 1929
Familiar Bible quotations.
Bible. French. 1856. Martin
Bible. French. 1858. Martin
Bible. French. Selections
Bible. German. 1580. Luther
Bible. German. 1865. Allicli
Bible. German. Paraphrases
Bible. Portuguese

BIBLE. SUBJECT

BIBLE - BIBLIOGRAPHY
BIBLE - COMMENTARIES
BIBLE - HISTORY
BIBLE - HISTORY OF BIBLICAL EVENTS
BIBLE - INTRODUCTIONS

Bible. Old Testament. Texts

Bible. O.T. Manuscripts
See Bible. Manuscripts
Bible. O.T. English. 1917
Bible. O.T. English. 1920
Bible. O.T. English. Selections. 1904
Narratives of the beginnings of Hebrew history.

Bible. O.T. English. Selections. 1906
 Bible stories (Old Testament)
 Bible. O.T. German. 1914
 Bible. O.T. Hebrew. 1667

BIBLE. O.T. SUBJECT

BIBLE. O.T. - ANTIQUITIES
 BIBLE. O.T. - BIOGRAPHY
 BIBLE. O.T. - COMMENTARIES

Bible. O.T. Parts

Bible. O.T. Amos. English. 1911
 Bible. O.T. Amos. English. 1929
 Bible. O.T. Amos. French. 1913
 BIBLE. O.T. AMOS
 Bible. O.T. Apocrypha. English. 1888
 BIBLE. O.T. APOCRYPHA
 Bible. O.T. Apocrypha. Baruch
 Bible. O.T. Apocrypha. Esdras
 Bible. O.T. Apocrypha. Maccabees
 Bible. O.T. APOCRYPHA. MACCABEES
 Bible. O.T. Apocrypha. 1 Maccabees
 Bible. O.T. Apocrypha. 2 Maccabees
 Bible. O.T. Apocryphal books
 Bible. O.T. Chronicles. English
 Bible. O.T. Chronicles. Latin
 BIBLE. O.T. CHRONICLES.
 Bible. O.T. 1 Chronicles
 Bible. O.T. 2 Chronicles
 Bible. O.T. Daniel
 Bible. O.T. Deuteronomy
 Bible. O.T. Genesis
 Bible. O.T. Heptateuch
 Bible. O.T. Maccabees
see Bible. O.T. Apocrypha. Maccabees

Bible. O.T. Pentateuch

Bible. O.T. Samuel

Bible. New Testament

Arrange like O.T.

Bible. Titles, etc.

Bible and science

Bible in Spain

Bible plays

29. Bible. Alphabetic order for smaller collections

This is a simplified scheme for libraries that prefer an alphabetic order under the Bible and its parts. The English language may be omitted, if preferred, in order to bring the English texts first. Language divisions have been dropped under subordinate parts of the Old and New Testaments, because the libraries using this scheme will probably not have enough texts under any one part to make language division necessary.

a) Bible as a whole

Arrange all divisions (language, form and subject) in one alphabet.

Under each language, subarrange texts by date and then, if needed, by version or editor. (Cf. Alternative under Rule 28:b 1 a)

When the same heading is used for a text and for a subject entry, the text precedes the subject.

b) Bible. Old Testament

Arrange all divisions, including the parts, in one alphabet; subarranging texts as above.

c) Bible. New Testament

Arrange like Old Testament.

d) Bible. Titles, etc.

Bible

Bible. 1881. Revised

Bible. 1911. Authorized

Bible. 1922. Moffatt

Bible. 1931. Authorized²⁴

BIBLE

BIBLE - ANTIQUITIES

Bible. Armenian

BIBLE - BIBLIOGRAPHY

BIBLE - COMMENTARIES

Bible. Dutch

Bible. French

BIBLE. MANUSCRIPTS

Bible. Manuscripts. Facsimiles

Bible. Manuscripts, Greek. Codex vaticanus

Bible. Manuscripts, Greek. O.T. Genesis

Bible. Manuscripts, Greek. N.T.

Bible. Manuscripts, Latin. O.T. Psalms

Bible. Manx

Bible. Paraphrases

The Bible in song

The Christ of the ages in words of Holy writ

Neue Bibel...nachgedichtet von Kaegi

Récits sacrés

Bible. Polyglot

BIBLE - PROPHECIES

Bible. Selections

Die Bibel in auswahl für haus

The busy man's Bible

Familiar Bible quotations

Perlen der Bibel

The shorter Bible

²⁴ If "English" is inserted in the heading, these first four entries will file after Bible. Dutch.

2. The local institutions (churches, libraries, museums, schools, universities, etc.) that are entered under the name of the place. Both author and subject entries.
3. A place as subject, with the subject subdivisions.
4. Other places of the same name (e.g., London; London, Ohio; London, Ont.) each of which may have entries as listed in 1-3 above.
5. Societies and other organizations whose names begin with the place name (e.g., London mathematical society); both author and subject entries. These are not necessarily located in the place.
6. Geographical, ecclesiastical, and other headings beginning with the same name, such as counties, townships, rivers, lakes, gulfs, mountains, etc.; e.g., New York (City), New York (Colony), New York (County), New York (State), London (Diocese), Los Angeles river, Washington County.
7. Inverted headings, such as Concord, Battle of, Berlin, Treaty of, Washington, Fort. Some of the inverted headings are also geographical headings, e.g., Washington, Mt., Mexico, Gulf of.
8. Names of ships, etc., e.g., Pennsylvania (Battleship), Los Angeles (Airship).
9. Titles and phrase subject headings beginning with the same name.

The problem is to combine these various types into one or more groups so that users of the catalog may locate a specific entry with a minimum of searching, and yet to have due regard to the needs of research workers. There has been no uniform library practice in the arrangement of place entries. Two orders of arrangement have therefore been selected for recommendation. Rule 31 gives a grouped order, either a three-group or a two-group arrangement; and Rule 32 gives a single group or straight alphabetic arrangement.

31. Place arrangement (Grouped order)

a) Three-group order

Arrange entries beginning with the same geographical term in three main groups, as follows:—1. Place as corporate author with subject entries about the corporate author, 2. Place as subject, 3. Societies, organizations, titles, and all other entries beginning with the same geographical name.

Note: The chief advantage of the three-group order is that it concentrates the official and nonofficial author entries in one alphabet and so facilitates the checking of bibliographical lists and references.

To libraries in which the segregation of the corporate author entries

is not of paramount importance, the two-group order (see alternative Rule 31: b) is recommended. The latter arrangement has the advantage of keeping in the same group the subject entries for a place as corporate author and the general subject entries for the place and thus eliminates many cross references.

(1) Place as corporate author (cf. Preliminary note 1-2)

Interfile in one alphabet the entries, both author and subject for the official divisions and for the nonofficial local institutions.

Note: The Library of Congress on its printed cards distinguishes by the use of italics in the subhead, entries for official divisions from entries for nonofficial local institutions, e.g., Washington, D.C. *Board of health* (official) and Washington, D.C. *Board of trade* (nonofficial) and files them in separate groups. A few of the larger libraries may prefer to follow the Library of Congress practice; but in general this is not recommended because users of the catalog do not distinguish between official and nonofficial headings. For those libraries that prefer to file nonofficial public institutions in the third group with societies and other organizations, an example will be found under New York (Appendix I).

- (a) Arrange headings consisting of the place name followed by such terms as *defendant*, *plaintiff*, etc., before any of the official divisions.
- (b) Arrange headings of the official bureaus, departments, etc., and of local institutions by the *first* word of the subhead, e.g.,

U.S. - Bureau of education
U.S. - Dept. of agriculture

with reference from the distinctive subject word in the subhead, e.g.,

U.S. - Education, Bureau of sea
U.S. - Bureau of education

- (c) ALTERNATIVE: Disregard the words *Board of*, *Bureau of*, *Dept. of*, etc., and alphabet by the topical word or phrase in the subhead. Underline the topical word and make a blanket reference from the disregarded phrase.

Note: The advantages of this alternative are: that a person may remember the topical word but may not know whether the object of his search is a bureau, a board or a department; that in case of reorganization and change of name, the distinctive part of the name is likely to be retained; that there is a subject value in arrangement by topical word.

The objection to this arrangement is that there is no standard practice in regard to the adoption of the topical word. Some libraries disregard the topical order when the official name begins with an adjective, such as Advisory, Central, Federal, National, etc., and alphabet by these; other libraries do not. If the topical word order is followed in all cases, cross references should be made from the official name beginning with an adjective.

U.S. Advisory council on social security, see
 U.S. Advisory council on social security
 U.S. Bureau of agricultural economics
 U.S. Dept. of agriculture
 U.S. Federal committee on apprenticeship
 U.S. Bureau of...
 Government bureaus are arranged by the topical word or phrase underlined in the name, e.g.,
 U.S. - Bureau of education
 U.S. Bureau of the census
 U.S. Census offica
 U.S. Dept. of commerce
 U.S. Council of national defense, see U.S.
 Council of national defense
 U.S. Bureau of education
 U.S. Office of education
 U.S. Federal committee on apprenticeship, see
 U.S. Federal committee on apprenticeship
 U.S. Bureau of foreign and domestic commerce
 U.S. Commission on industrial relations
 U.S. National bureau of standards, see U.S.
 National bureau of standards
 U.S. Council of national defense
 U.S. Advisory council on social security
 U.S. National bureau of standards

- (d) When there are author and subject entries for the same heading, file the subject after the author.
- (2) Place as subject (cf. Preliminary note 3)
 Arrange the subject subdivisions alphabetically. (cf. *Arrangement under Subject*, Rules 33-35 and *Chronological arrangement*, Rule 38)
- (3) Societies, organizations, titles and all other entries beginning with the same geographical name (cf. Preliminary note 5-9)
 Arrange alphabetically by the word, or words, following the place name, disregarding punctuation.
- (4) When there are two or more places of the same name, the places are arranged alphabetically by the designation following the name, e.g.

London and Middlesex historical society, London, Ont.
London magazine
London Shakespeare league
London. University
For material by or about this institution,
see Author file preceding.

Washington, D.C. (Corporate author and subject entries
about corporate author)
Washington, D.C. Academy of sciences
See Washington academy of sciences
in the file of Titles, etc. following.
Washington, D.C. All souls church
Washington, D.C. Board of health
Washington, D.C. Board of trade
Washington, D.C. Conference on the limitation
of armaments, 1921-1922
Washington, D.C. Council
Washington, D.C. Council of social agencies
Washington, D.C. National gallery
Washington, D.C. Public library
WASHINGTON, D.C. PUBLIC LIBRARY
Washington, D.C. Water dept.
WASHINGTON, D.C. WHITE HOUSE
WASHINGTON, D.C. (Subject entries about place)
WASHINGTON, D.C. - DESCRIPTION
WASHINGTON, D.C. - HISTORY
WASHINGTON, D.C. - WATER SUPPLY
Washington (State) (Corporate author and subject
entries about corporate author)
Washington (State) Agricultural experiment station,
Pullman
Washington (State) Bureau of labor
Washington (State) Canal commission
Washington (State) Geological survey
WASHINGTON (STATE) GEOLOGICAL SURVEY
Washington (State) State college, Pullman
Washington (State) State forestry board
Washington (State) State historical society, Tacoma
See Washington state historical society, Tacoma,
Wash. in the file of Titles, etc. following.
Washington (State) State library, Olympia
Washington (State) University
WASHINCTON (STATE) (Subject entries about place)
WASHINGTON (STATE) - DESCRIPTION AND TRAVEL
WASHINGTON (STATE) - HISTORY
WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS
Washington (Ter.)
Washington (Ter.) Auditor's Office
Washington (Ter.) Laws, statutes, etc.
WASHINGTON (TER.) - HISTORY
Washington (Titles, etc.)
Washington; a poem

Washington academy of sciences
WASHINGTON (BATTLESHIP)
Washington Co., Ala.
Washington county historical society, Abingdon, Va.
WASHINGTON, FORT
WASHINGTON, MT.
Washington state bar association
Washington state historical society, Tacoma, Wash.
Washington university, St. Louis

See also the examples shown under New York and United States in Appendix I.

b) Two-group order

Follow the general directions under Rule 31a, but interfile in one group the author and subject entries.

London (place)

London
LONDON
London. Aéronautical exhibition, 1868
LONDON - ANTIQUITIES
London. Charing Cross hospital
London. County council
LONDON. COUNTY COUNCIL
LONDON - DESCRIPTION
London. Guildhall library
LONDON - HISTORY
London. National gallery
LONDON. NATIONAL GALLERY
London. Naval conference, 1930
London. Ordinances
London. St Paul's cathedral
London. School board
LONDON - SOCIAL LIFE AND CUSTOMS
London. University
London (Diocese)
London, Ohio
London, Ont.
LONDON, ONT. - ANTIQUITIES
London, Ont. Council
London, Ont. University of western Ontario
London (Titles, etc.)
London; a guide...
London and Londoners
London and Middlesex archaeological society
Washington, D.C.
Washington, D.C. Academy of sciences
see Washington academy of sciences in the
file of Titles, etc., following
Washington, D.C. All souls church
Washington, D.C. Board of health
Washington, D.C. Board of trade

Washington, D.C. Conference on limitation
of armaments, 1921-1922
Washington, D.C. Council
Washington, D.C. Council of social agencies
WASHINGTON, D.C. - HISTORY
Washington, D.C. National gallery
Washington, D.C. Public library
WASHINGTON, D.C. - PUBLIC LIBRARY
WASHINGTON, D.C. - STREETS
Washington, D.C. Water Dept.
WASHINGTON, D.C. WATER SUPPLY
WASHINGTON, D.C. WHITE HOUSE
Washington (State)
Washington (State) Agricultural experiment station, Pullman
Washington (State) Bureau of labor
Washington (State) Canal commission
WASHINGTON (STATE) DESCRIPTION AND TRAVEL
Washington (State) Geological survey
WASHINGTON (STATE) HISTORY
Washington (State) State college, Pullman
Washington (State) State forestry board
Washington (State) State historical society, Tacoma
see Washington state historical society, Tacoma, Wash.
Wash. in file of Titles, etc., following
Washington (State) State library, Olympia
Washington (State) University
Washington (Ter.)
Washington (Ter.) Auditor's office
WASHINGTON (TER.) - HISTORY
Washington (Ter.) Laws, statutes, etc.
Washington (Titles, etc.)
Washington; a poem
Washington academy of sciences
WASHINGTON (BATTLESHIP)
Washington Co., Ala.
Washington county historical society, Abingdon, Va.
WASHINGTON, FORT
WASHINGTON, MT.
Washington state bar association
Washington state historical society, Tacoma, Wash.
Washington university, St. Louis

32. Place arrangement (Alphabetic order)

- a) File entries beginning with the same geographical name in one alphabet, arranging by the word following the name, disregarding both punctuation and typography.
- b) Subject entries are filed immediately after the author entries of the same heading.
- c) In the rare instances when a title heading is identical with a subject heading, arrange alphabetically by the main entry.

d) Two or more places of the same name are alphabetized by the distinguishing designation following the name.

Note: Library of Congress omits country or state designation after the names of chief cities; but in order to keep the author and subject entries for a chief city from being scattered throughout the alphabet under the place name, it is necessary to insert the country or state designation.

Concord [a poem]
Concord and Lexington
Concord antiquarian society, Concord, Mass.
CONCORD, BATTLE OF
Concord days
Concord library corporation, Concordsville, Pa.
Concord, Me.
CONCORD, ME.
Concord, Mass.
CONCORD, MASS.
Concord, Mass. Convention, July 14, 1774
CONCORD, MASS. - DIRECTORIES
CONCORD, MASS. - HISTORY
Concord, Mass. Trinity church
Concord, N.H.
CONCORD, N.H.
Concord, N.H. City history commission
Concord, N.H. Ordinances
Concord, N.H. Public library
Concord railroad corporation
CONCORD RIVER
CONCORD SCHOOL OF PHILOSOPHY
Concord, Tenn. Farragut school

Washington academy of science
Washington and Lee university
Washington council of social agencies
Washington county, Ohio
Washington, D.C.
WASHINGTON, D.C.
Washington, D.C. Chamber of commerce
Washington, D.C. Conference on the limitation of
armaments, 1921-1922
WASHINGTON, D.C. - DESCRIPTION
Washington, D.C. National gallery of art
WASHINGTON, D.C. - SOCIAL LIFE AND CUSTOMS
WASHINGTON, D.C. WHITE HOUSE
The Washington enterprise
Washington humane society, Washington, D.C.
Washington merry-go-round
Washington, Mt.
Washington (State)
WASHINGTON (STATE)
Washington (State) Bureau of labor

Washington (State) Canal commission
 Washington (State) Constitution
 Washington (State) Dept. of agriculture
 WASHINGTON (STATE) - DESCRIPTION AND TRAVEL
 Washington (State) Geological survey
 Washington state historical society, Tacoma, Wash.
 Washington (State) Laws, statutes, etc.
 WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS
 Washington (State) State college, Pullman
 Washington (State) State library, Olympia
 Washington (State) University
 Washington surveying and rating bureau, Seattle
 Washington (Ter.) Auditor's office
 Washington (Ter.) Governor
 Washington university, St. Louis
 Washington wool growers' association

See also the examples shown under New York and United States in Appendix I.

33.-35. SUBJECT ARRANGEMENT

Preliminary note: Analysis of the Library of Congress list of subject headings²⁵ shows that the following types of heading may have to be considered in subject arrangement:—

1. The subject without subdivision.
2. Subject with form or subject divisions, e.g., ART—EXHIBITIONS, ART—PERIODICALS.
3. Subject with period divisions, e.g., ENGLISH LITERATURE—17TH CENTURY, FRANCE—HISTORY—REVOLUTION.
4. Subject with geographical divisions, e.g., ART—ITALY.
5. Inverted subject heading: (a) subject followed by an adjective form, e.g., ART, ANCIENT; ART, ITALIAN; ART, MUNICIPAL; and (b) subject followed by an inverted phrase, e.g., BIRDS, PROTECTION OF.
6. Subject followed by a term in parentheses. Such subjects may be of more than one kind, i.e.:
 - a. The parenthetical term limits the subject to a particular field or aspect, e.g., ANALYSIS (CHEMISTRY), ANALYSIS (MATHEMATICS), BANKRUPTCY (INTERNATIONAL LAW). The majority of parenthetical term subjects are of this kind and frequently are See references.
 - b. The parenthetical term indicates a distinctly different subject, one belonging to another field of knowledge, e.g., AUTHORS (GAME), BIOGRAPHY (AS A LITERARY FORM), CALCULUS (PATHOLOGY), WASHINGTON (SHIP).

²⁵ Library of Congress, Subject headings, 3rd ed. Washington: Govt. print. off., 1928).

c. The parenthetical term may be used merely to indicate a separate grouping, e.g., ENGLISH LITERATURE (COLLECTIONS).

Note: The Library of Congress regards the parenthesis as a highly useful, flexible form, the use of which may be extended in future. Its extended use will probably be needed only in very large libraries or in specialized catalogs. Most libraries do not require the third kind of parenthetical subject. For instance, ENGLISH LITERATURE—COLLECTIONS as a form heading belonging to group 2 above, is generally to be preferred to ENGLISH LITERATURE (COLLECTIONS).

7. Phrase headings beginning with the subject word, e.g., ART AND STATE.
8. Few, if any, subjects present all of the above types; but particular subjects may have also a special subdivision, e.g., ENGLISH LITERATURE—CATHOLIC AUTHORS, ENGLISH LITERATURE—IRISH AUTHORS.

Rule 33 gives the general alphabetic arrangement of entries under a subject heading.

It is possible to arrange the subdivisions of a subject in a varying number of groups, depending upon the size of the catalog and the requirements of the library. Two arrangements have been selected for recommendation: Rule 34 illustrates order of groups as shown in Library of Congress list. Rule 35 gives an alternative arrangement for libraries that prefer fewer groups and a more nearly alphabetic order.

33. Subject arrangement

Arrange entries of the same subject heading alphabetically by the main entry of the book; or, if the entry is a subject analytic by an author other than the author of the book, arrange by the author of the analytic.

ENGLISH POETRY — COLLECTIONS

A book of English love songs

Cody, Sherwin, ed.

A selection from the great English poets

An English garner

Noyes, Alfred, ed.

A poet's anthology of poems

ROMANTICISM

Babbitt, Irving

Romantic melancholy, (In Foerster, Norman, ed.

American critical essays, xixth and xxth centuries.)

Beers, H. A.

History of English romanticism in the eighteenth century

Boyesen, H. H.

Essays on German literature

Contents: Goethe, Schiller. The romantic school in Germany

Cory, H. H.

Spenser, Thomson and romanticism. (In Modern language association. Publications)

34. Subject arrangement 1 (Based on the L.C. list)

a) Arrange a subject and its subheads, etc., in the following order:—

- (1) Subject without division. Subarrange by main entry (cf. Rule 33).
- (2) Form and subject divisions. Arrange alphabetically by division.
- (3) Period divisions. Arrange chronologically.

Phrase period divisions, e.g., U.S.—HISTORY—REVOLUTION, U.S.—HISTORY—CIVIL WAR are arranged chronologically and not alphabetically. Inclusive periods file before subordinate periods.

Under LANGUAGE AND LITERATURE subjects, such subheads as FRENCH LANGUAGE—OLD FRENCH, GERMAN LITERATURE—EARLY MODERN (TO 1700) are regarded as period divisions.

The divisions ANCIENT, MEDIEVAL, RENAISSANCE and MODERN are treated as adjectival inversions and not as period divisions, except when used as a subdivision under HISTORY, and are filed in group 6 below.

- (4) Special divisions. (See Preliminary note 8) Arrange alphabetically.
- (5) Geographical divisions. Arrange alphabetically.

Inverted subject headings formed with a racial or linguistic adjective, e.g., ART, AMERICAN (ENGLISH, ITALIAN, etc.) are not regarded as geographical divisions, but are included in group 7 below.

- (6) Subject followed by a parenthetical term denoting limitation (cf. Prelim. note 6a). Arrange, if more than one, alphabetically by parenthetical term.

Note: The Library of Congress is now filing a parenthetical subject before an inverted subject in all cases, even though this order brings together unconnected subjects, e.g., MASS (CANON LAW) and MASS (CHEMISTRY) and introduces an unrelated subject between a simple subject and the same subject with an inversion. An exception is made for the names of literatures followed by the parenthetical

terms (COLLECTIONS) and (SELECTIONS, EXTRACTS, ETC.), which subjects are filed before group 2 above.

(7) Inverted subject headings. Arrange alphabetically by word following comma.

An inverted place name, e.g., AFRICA, NORTH, is to be regarded as a different subject and is to be arranged after all the groups of the general subject.

(8) Phrase subject headings. Interfile alphabetically with titles and other headings beginning with the same word.

b) Arrange the further subdivisions of a subhead according to the above order.

ART

ART - BIBLIOGRAPHY
- CATALOGS
- HISTORY
- HISTORY - 19TH CENTURY
- HISTORY - 20TH CENTURY
- PERIODICALS

ART - BERLIN

- GREECE
- HUNGARY
- NEW YORK (CITY)
- U.S.

ART, AMERICAN

ANCIENT
BAROQUE
GREEK
MEDIEVAL
MUNICIPAL
ORIENTAL

Art, v.l- [title of a periodical]

Art, a commodity

ART AND MORALS

ART AND STATE

Art foliage

ART INDUSTRIES AND TRADE

ENGLISH LITERATURE

ENGLISH LITERATURE - BIBLIOGRAPHY
- TRANSLATIONS
- TRANSLATIONS FROM FRENCH
- TRANSLATIONS FROM GERMAN
- TRANSLATIONS INTO FRENCH
ENGLISH LITERATURE - OLD ENGLISH, *see* ANGLO-SAXON
LITERATURE
- MIDDLE ENGLISH (1100-1500)
- EARLY MODERN (TO 1700)
- 18TH CENTURY
- 19TH CENTURY

ENGLISH LITERATURE - CATHOLIC AUTHORS
- IRISH AUTHORS
- SCOTTISH AUTHORS
ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN LITERATURE
- CANADA, see CANADIAN LITERATURE
- LANCASHIRE
- YORKSHIRE

LIFE

LIFE - ORIGIN

LIFE (BIOLOGY)

LIFE, ELIXIR OF, see ELIXIR OF LIFELIFE, FUTURE, see FUTURE LIFELIFE, SPIRITUAL, see SPIRITUAL LIFE

The life beyond

LIFE-BOATS

Life on the ocean wave

LIFE-SAVING

COOKERY

COOKERY - BIBLIOGRAPHY

- EARLY WORKS TO 1800

COOKERY (APPLES)

(CEREALS)

(OYSTERS)

COOKERY, AMERICAN

MEXICAN

MILITARY

SPANISH

COOKERY FOR INSTITUTIONS

COOKERY FOR THE SICK

WAR

WAR - CASUALTIES (STATISTICS, ETC.)

WAR - ECONOMIC ASPECTS

WAR - RELIEF OF SICK AND WOUNDED

WAR (INTERNATIONAL LAW)

WAR, ARTICLES OF, see MILITARY LAW

WAR, DECLARATION OF

WAR, MARITIME (INTERNATIONAL LAW)

WAR AND RELIGION

War of the worlds

WAR-SHIPS

AFRICA

- DESCRIPTION AND TRAVEL

- HISTORY

- STATISTICS

AFRICA, NORTH

AFRICA, SOUTH

- ANTIQUITIES

- HISTORY

U.S. - HISTORY
 U.S. - HISTORY - BIBLIOGRAPHY
 - DRAMA
 - SOURCES
 U.S. - HISTORY - COLONIAL PERIOD
 - COLONIAL PERIOD - FICTION
 - COLONIAL PERIOD - KING WILLIAM'S WAR,
 1689-1697
 - COLONIAL PERIOD - QUEEN ANNE'S WAR,
 1702-1713
 - COLONIAL PERIOD - FRENCH AND INDIAN WAR,
 1755-1763
 - REVOLUTION
 - REVOLUTION - CAMPAIGNS AND BATTLES
 - REVOLUTION - CAUSES
 - REVOLUTION - REGIMENTAL HISTORIES
 - 1783-1865
 - CONFEDERATION, 1783-1789
 - CONSTITUTIONAL PERIOD, 1789-1809
 - WAR OF 1812
 - 1815-1861
 U.S. - HISTORY, JUVENILE
 , LOCAL
 , MILITARY
 , NAVAL

35. Subject arrangement 2 (Simplified order)

a) Arrange a subject, its subheads, etc., in the following order: —

- (1) Subject without subdivision.
- (2) Form, subject and geographical subdivisions, inverted subject headings, and subject followed by a parenthetical term interfiled in one alphabet, disregarding punctuation.

Note: Libraries adopting this arrangement will find it desirable to adopt also a uniform method of punctuation in the headings, either a period or a dash. This is illustrated in the examples below.

- (3) Period divisions, arranged chronologically.

ALTERNATIVE: Period divisions, except those under such subheads as HISTORY, POLITICS AND GOVERNMENT, FOREIGN RELATIONS, may be filed alphabetically in group 2 above, if preferred. See example under ENGLISH LITERATURE below.

- (4) Phrase subject headings, interfiled with titles and other headings beginning with the same word.

ART
 ART - AMERICAN
 - ANCIENT
 - BAROQUE
 - BERLIN
 - BIBLIOGRAPHY

- DECORATIVE
- EXHIBITIONS
- FRANCE
- GREEK
- HISTORY
- HISTORY. 19TH CENTURY
- HISTORY. 20TH CENTURY
- MEDIEVAL
- MUNICIPAL
- MUNICIPAL. BOSTON
- MUNICIPAL. EXHIBITIONS
- MUNICIPAL. NEW YORK (CITY)
- ORIENTAL
- U.S.

Art. v.1- [title of a periodical]

Art, a commodity

ART AND MORALS

Art foliage

ART INDUSTRIES AND TRADE

COOKERY

COOKERY - AMERICAN

- APPLES
- BIBLIOGRAPHY
- CEREALS
- HISTORY
- MEXICAN
- MILITARY
- OYSTERS
- SPANISH

COOKERY FOR INSTITUTIONS

ENGLISH LITERATURE

ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN LITERATURE

- BIBLIOGRAPHY
- HISTORY AND CRITICISM
- IRISH AUTHORS
- LANCASHIRE
- PERIODICALS
- SCOTTISH AUTHORS
- YORKSHIRE

ENGLISH LITERATURE - OLD ENGLISH, see ANCLO-SAXON LITERATURE

- MIDDLE ENGLISH (1100-1500)
- EARLY MODERN (TO 1700)
- 19TH CENTURY
- 20TH CENTURY

ALTERNATIVE:

ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN LITERATURE

- BIBLIOGRAPHY

d) Periodicals of the same title are arranged first by the place of publication and then by the date. The subtitle may be regarded if needed to distinguish between titles.

International review, an illustrated monthly journal.
La Crosse, Michigan

International review. London, 1889

International review. London, 1913-

International review. N.Y.

International review. Zurich

e) A periodical title used as an author entry is arranged after the entry of the periodical itself.

Power [a magazine]

Power

The second Power kink book

Power [title of a book by Lucke]

Review of reviews; monthly

Review of reviews

150 years ago

Review of reviews

Pittsburgh; a new great city

f) Inverted titles may be arranged in either of two ways. The alternative is recommended where the prevailing arrangement in the catalog is alphabetical.

(1) File an inverted title before a longer running title beginning with the same word or phrase. Disregard an article preceding the inversion.

Personality, The family and

Personality, Integration of

Personality, Physical basis of

Personality culture

Personality plus

(2) ALTERNATIVE RULE: Interfile an inverted title alphabetically with other titles beginning with the same word, disregarding both the punctuation and an initial article preceding the inversion.

Personality culture

Personality, The family and

Personality in boys

Personality, Integration of

Personality, Physical basis of

Personality plus

Note: Inverted titles should seldom be made, because the catch-word title alone (i.e., without the inverted part) or a corresponding subject entry or subject reference will usually meet all needs. The inverted part should be added only when the sense would be defec-

tive without it, or when the full title does not appear in the body of the card. The inverted titles used in the above example to illustrate the arrangement are unnecessary if the subject heading PERSONALITY has been used.

38. Numerical and chronological arrangement

See also Numerals at beginning of title (Rule 9); Subject arrangement: period subheads (Rules 35:a 3 and 36:a 3)

A numerical or a chronological arrangement, rather than an alphabetical, should be made when number or date distinguishes between entries, or headings, otherwise identical.

a) Numbered or dated series

The American nation: a history. v.2
Farrand, Livingston
 Basic of American history
The American nation: a history. v.3
Bourne, E. G.
 Spain in America
More, Paul Elmer
 Aristocracy and justice: Shelburne essays, Ninth
 series
More, Paul Elmer
 Shelburne essays. First series
More, Paul Elmer
 Shelburne essays. Second series
More, Paul Elmer
 Shelburne essays. Fourth series
More, Paul Elmer
 Shelburne essays. Eighth series
More, Paul Elmer
 ...Shelburne essays. Ninth series
 see his Aristocracy and justice
More, Paul Elmer
 ...Shelburne essays. Eleventh series
 see his With the wits
More, Paul Elmer
 With the wits; Shelburne essays, Eleventh series
Atlantic readers. Primer
Atlantic readers. Bk. 1, grade IV
Atlantic readers. Bk. 3, grade VI
Atlantic readers. Bk. 4, grade VII
Atlantic readers. Bk. 6, grade VIII
 Bohlen lectures, 1891
Huntington, W. R.
 Peace of the church
 Bohlen lectures, 1899
Nash, H. S.
 Ethics and revelation

Bohlen lectures, 1925
Bell, W. C.
Sharing in creation

b) Conferences, congresses, etc.

American peace congress. 1st, New York, 1907
American peace congress. 3rd, Baltimore, 1911
American peace congress. 4th, St. Louis, 1913
Massachusetts. Constitutional convention. 1779-1780
Massachusetts. Constitutional convention. 1856
Massachusetts. Constitutional convention. 1917-1919

c) Regiments, brigades, etc.

U.S. infantry. 2d regt., 1791-
U.S. infantry. 11th regt., 1861-
U.S. infantry. 21st regt., 1899-1902
U.S. infantry. 315th regt., 1917-1919
U.S. infantry. 332d regt., Co. D, 1917-1919
Georgia infantry. 3d brigade
Georgia infantry. 4th brigade
Georgia infantry. Anderson's brigade
Georgia infantry. Doles-Cook brigade
Georgia infantry. 2d regt.
Georgia infantry. 8th regt.

d) Laws, statutes, etc.

Gt. Brit. Laws, statutes, etc.
Gt. Brit. Laws, statutes, etc., 1066-1087 (William I)
Gt. Brit. Laws, statutes, etc., 1509-1547 (Henry VIII)
Gt. Brit. Laws, statutes, etc., 1625-1643 (Charles I)

e) Legislatures

U.S. Congress
U.S. CONGRESS
U.S. Congress. Committee on the census
 . Conference committees, 1897
 . Conference committees, 1908-1909
 . House
 . HOUSE
 . House. Committee on agriculture
 . House. Committee on foreign affairs
 . Joint commission of agricultural inquiry
 . Joint committee on Muscle Shoals
 . Select joint committee on the Harriman
 geographic code system
 . Senate
 . Senate. Committee on appropriations
 . Senate. Committee on insular affairs
U.S. 1st Cong., 1789-1791. House
2d Cong., 1st sess., 1791-1792
41st Cong., 2d sess., 1869-1870

41st Cong., 3rd sess., 1870-1871
41st Cong., 3rd sess., 1870-1871. House
62d Cong., 1st sess., 1911
62d Cong., 1st sess., 1911. Senate

The above arrangement keeps an alphabetic order down to the point where the numbered Congresses begin and is recommended for that reason.

Appendix I

ADDITIONAL EXAMPLES

17:a. Forename entries. Arrangement 1 (Before surname)

Charles (forename)

Charles, archduke of Austria, see Karl, etc.
Charles, count of Angoulême, duke of Orléans, see
Charles d'Orléans
Charles, count of Valois
Charles, le Teméraire, duke of Burgundy
Charles II, duke of Lorraine
Charles V, emperor of Germany
Charles II, le Chauve, king of France
Charles IV, le Bel, king of France
Charles IX, king of France
Charles I, king of Great Britain
Charles, the Great, king of the Franks, see
Charlemagne

Charles, père

Charles (compound, etc., forenames)

Charles Alexander, duke of Lorraine
Charles Borromeo, Saint, see Carlo Borromeo, Saint
Charles d'Orléans
Charles de France, duke of Berry
Charles Emanuel I, duke of Savoy, see Carlo
Emanuele I, etc.
Charles, le Teméraire, see Charles, duke of
Burgundy (le Teméraire)
Charles Louis de Bourbon, duke of Parma
Charles Martel, mayor of the palace
Charles, the Bald, see Charles II, king of France
(le Chauve)
Charles, the Bold, see Charles, duke of Burgundy
(le Teméraire)
Charles, the Great, see Charlemagne

Charles (surname)

Charles, David

Charles (titles, etc.)

Charles

Charles Auchester, a novel

Charles the Second, a play

Mary (forename)

Mary, princess of Great Britain
 Mary, princess royal of England and princess of Orange
 Mary, queen consort of George V
 Mary, queen consort of James V, king of Scotland
 Mary, queen consort of Louis XIII, king of France
 Mary I, queen of England
 Mary II, queen of Great Britain
 Mary, queen of Scots, see Mary Stuart, queen of the Scots
 Mary, Saint, of Egypt
 Mary, Virgin

Mary (compound, etc., forenames)

Mary Adelaide Wilhelmina Elizabeth, duchess of Teck
 Mary Clare, sister
 Mary de Lellis, sister. see Gough, Sister Mary de Lellis
 Mary Magdalene, Saint
 Mary, of Bethany, Saint
 Mary, of Magdala, see Mary Magdalene, Saint
 Mary of Modena, queen consort of James II
 Mary of St. Angela, mother
 Mary of the Visitation, sister
 Mary Stuart, queen of the Scots
 Mary Victor, sister

Mary (surname)

Mary, Albert
 Mary, Julee

Mary (titles, etc.)

Mary and Anna
 Mary Celeste (brig)
 Mary of Scotland, a play
 Mary Stuart, a play

Thomas (forename)

Thomas, archdeacon of Spalato, see Thomas Spalatensis, archdeacon
 Thomas, bp. of Marga
 Thomas, earl of Lancaster
 Thomas, Saint, apostle

Thomas (compound, etc., forenames)

Thomas à Becket, Saint, abp. of Canterbury

Thomas à Kempis

Thomas, Anglo-Norman poet

Thomas Aquinas, Saint

Thomas Aquinas, sister

Thomas Becket, Saint, see Thomas à Becket, Saint, etc.

Thomas Brabentinus, see Thomas, de Cantimpré

Thomas, de Burton

Thomas, de Cantimpré

Thomas Kempis, see Thomas à Kempis

Thomas, of Capua, cardinal

Thomas, of Erceldoune, called the Rhymer
 Thomas, of Kent
 Thomas Spalatensis, archdeacon
 Thomas, the Rhymer, see Thomas, of Erceldoune,
 called the Rhymer
 Thomas, von Imbroich
 Thomas (surname)
 Thomae, Abram Owen
 Thomas, Samuel Bell
 Thomas (compound surname)
 Thomas-Caraman, Charles
 Thomas de Saint Laurent, Raymond de
 Thomas-San-Galli, Wolfgang Alexander
 Thomas (titles, etc.)
 Thomas A Becket, a tragedy
 Thomas à Kempis and Wales
 Thomas of Reading [anonymous classic]
 Thomas von Kandelberg [anonymous classic]

18. Forename entries. Arrangement 2 (After surname)

Mary (surname)
 Mary, Albert
 Mary, Jules
 Mary-Lafon, Jean Bernard Lafon, called¹
 Mary (forenames, titles, etc.)
 Mary [a title]
 Mary Adelaide Wilhelmina Elizabeth, duchess of Teck
 Mary and Anna
 Mary Celeste (brig)
 Mary Clare, sister
 Mary de Lellis, sister, see Gough, Sister Mary
 de Lellis
 Mary Feodorovna, empress consort of Paul I, emperor
 of Russia
 Mary Magdalene, Saint
 Mary, of Bethany, Saint
 Mary of St. Angela, mother
 Mary of Scotland, a play
 Mary of the Visitation, sister
 Mary, princess of Great Britain
 Mary, princess royal of England and princess of Orange
 Mary, queen consort of George V
 Mary, queen consort of James V, king of Scotland
 Mary, queen consort of Louis XII, king of France
 Mary I, queen of England
 Mary II, queen of Great Britain
 Mary, queen of Scots, see Mary Stuart, queen of
 the Scots
 Mary Rose Gertrude, sister
 Mary, Saint, of Egypt

¹ If Rule 20:b is adopted, this compound surname will file with the forenames, titles, etc.

Mary Stuart [a play]
 Mary Stuart, queen of the Scots
 Mary Tudor [a play]
 Mary Tudor, queen of England, see Mary I, queen of England
 Mary Tudor, queen of France, see Mary, queen consort of Louis XII, king of France
 Mary Victor, sister
 Mary, Virgin
 Thomas (surname)
 Thomas, Abram Owen
 Thomas, Samuel Bell
 Thomas (forenames, titles, etc.)
 Thomas A Becket [a play]
 Thomas à Becket, Saint, abp. of Canterbury
 Thomas à Kempis
 Thomas à Kempis and Wales
 Thomas, Aquinas, Saint
 Thomas, archdeacon of Spalato, see Thomas Spalatensis, archdeacon
 Thomas Balch library
 Thomas Becket, Saint, see Thomas à Becket, Saint, abp. of Canterbury
 Thomas, bp. of Marga
 Thomas Brabantinus, see Thomas, de Cantimpré
 Thomas-Caraman, Charles²
 Thomas Co., Georgia
 Thomas, de Burton
 Thomas, de Cantimpré
 Thomas de Saint Laurent, Raymond²
 Thomas, earl of Lancaster
 Thomas Edessenus, see Thomas, of Edessa
 Thomas family
 Thomas iron company
 Thomas Kempis, see Thomas à Kempis
 Thomas Margensis, see Thomas, bp. of Marga
 Thomas, of Capua, cardinal
 Thomas, of Edessa
 Thomas, of Erceldoune, called the Rhymer
 Thomas, of Kent
 Thomas of Reading [anonymous classic heading]
 Thomas, of Spalato, archdeacon, see Thomas Spalatensis, archdeacon
 Thomas, Saint, apostle
 Thomas-San-Galli, Wolfgang Alexander²
 Thomas Spalatensis, archdeacon
 Thomas, the Rhymer, see Thomas, of Erceldoune, called the Rhymer
 Thomas, von Imbroich
 Thomas von Kandelberg [anonymous classic heading]

² If Rule 20:a is adopted, this compound surname will file after the single surnames and before the forenames, titles, etc.

31. Place arrangement (Grouped order)

a) Three-group order

New York

Note: New York is treated as an exception in most libraries and, whether the general arrangement is a three-group order (Rule 31:a) or a two-group order (Rule 31:b), the nonofficial public institutions are interfiled with societies, organizations, titles, etc., and not with the official divisions under New York (City), New York (State), etc. (Cf. Rule 31:a 1, Note.)

New York (City) (Author)

Aqueduct commission

Board of water supply

Bureau of franchises

Charters

CHARTERS

Common council

Ordinances

Police dept.

POLICE DEPT

Public library

see New York. Public library in the
file of Institutions, etc.,
following.

Stock exchange

see New York. Stock exchange in the
file of Institutions, etc.,
following.

NEW YORK (CITY) (Subject)

- BIOGRAPHY
- CHARITIES
- HISTORY
- POLICE
- WATER SUPPLY

New York (colony)

Govarnor

Laws, statutes, etc.

- COMMERCE

- HISTORY

New York (county)

District attorney's office

Ragistar

Surrogate's court

New York (state) (Author)

Adirondack survey

Chambar of Commerce

see New York. Chamber of commerce of
the state of New York in the
file of Institutions, etc.,
following.

Constitution

CONSTITUTION

Dept of health
Forest commission
Governor
Industrial board
Judicial council
State library, Albany
 see New York. State library in the
 file of Institutions, etc.,
 following.

Museum
 see New York state museum in the
 file of Institutions, etc.,
 following.

University
(Subject)
ANTIQUITIES
DESCRIPTION AND TRAVEL
HISTORY

NEW YORK (STATE)
New York (Institutions, titles, etc.)
New York [title of a poem]
New York academy of medicine
New York aquarium
New York. Bar of the city of New York
New York. Chamber of commerce of the state of New York
New York. Citizens
New York. City and country school
New York city council of political reform
New York collection of music
New York. College of the city of New York
New York county lawyers association
New York day by day
New York historical society
New York. Public library
New York society library
New York. State library, Albany
New York state museum
New York. Stock exchange
New York university
NEW YORK UNIVERSITY
NEW YORK UNIVERSITY. HALL OF FAME
New York. University club

United States (Author)
 , appellant
 , complainant
 , petitioner
 , plaintiff
 , Agricultural adjustment administration
 , Agriculture, Dept. of, see
 , U.S. Dept. of agriculture
 , Army

- ARMY see entries in Subject file following.³
- Army. A.E.F., 1917-1919
- Army Air corps
- Bureau of the census
- Cavalry, see U.S. cavalry in the file of Titles, organizations, etc., following.
- Cavalry school, Fort Riley, Kansas
- Census, Bureau of the, see U.S. Bureau of the census
- Census office, 6th, 1840
- Census office, 7th, 1850
- Congress (for arrangement under Congress see Rule 39:c)
- Constitution
- CONSTITUTION⁴
- Dept. of agriculture
- Forest experiment station, Southern, New Orleans
- Forest service
- Laws, statutes, etc.⁵
- Navy dept.
- Penitentiary, Atlanta, Ga.
- Sugar equalization board, see United States sugar equalization board in the file of Titles, organizations, etc. following
- Treaties (arr. by date in heading).
- War Dept.

UNITED STATES

(Subject)

- AGRICULTURE, see AGRICULTURE - U.S.
- ANTIQUITIES
- ARMY
- ARMY - CAVALRY
- ARMY - HISTORY
- ARMY - INFANTRY
- BOUNDARIES
- CLAIMS VS GREAT BRITAIN
- CONSTITUTION, see entries in Author file preceding.
- FOREIGN RELATIONS
- FOREIGN RELATIONS (arr. by form divisions)
- FOREIGN RELATIONS (arr. by period divisions)
- FOREIGN RELATIONS (arr. by country divisions)

³ Subject entries for U.S.-Army and U.S.-Navy are probably better in the Subject file but may be kept in the Author file, if preferred.

⁴ Subject entries for U.S.-Constitution may be put in the Subject file, if preferred.

⁵ When entries are numerous, subarrange by subject of the laws, which may be included in the heading or at the upper-right corner of the cards.

- HISTORY (for subarr. see example under Rule 35)
- NAVY
- RELATIONS (GENERAL) WITH CHINA
- RELATIONS (GENERAL) WITH FRANCE

United States (Institutions, titles, etc.)

- United States abridged life tables
- U.S. air service [a periodical]
- United States album
- United States conference of mayors
- United States housing corporation
- United States-Mexican commission
- United States naval institute, Annapolis
- United States navy [a title]
- U.S. official pictures of the war
- United States sanitary commission
- United States steel corporation
- United States sugar equalization board
- U.S. tax cases

32. Place arrangement (Alphabetic order)

- New York [title of a poem]⁶
- New York academy of medicine
- New York. Agricultural experiment station, Geneva
- New York almanacs
- New York aquarium
- New York association for the blind
- New York. Bar of the city of New York
- New York. Bar of the state of New York
- New York (battleship)
- New York. Bellevue hospital
- New York. Board of trade and transportation
- New York botanical garden
- New York cavalry. 10th regt.
- New York. Chamber of commerce of the state of New York
- New York. Citizens
- New York (City)
- NEW YORK (CITY)
- NEW YORK (CITY) - AMUSEMENTS
- NEW YORK. CITY AND COUNTRY SCHOOL
- NEW YORK (CITY) - BIOGRAPHY
- New York (City) Board of education
- New York city boys
- NEW YORK (CITY) - CHARITIES
- New York (City) Charters
- New York (City) Common council
- New York city council of political reform
- NEW YORK (CITY) - WATER SUPPLY
- New York. Civic repertory theatre
- New York collection of music
- New York. College of physicians and surgeons

⁶ Cf. Rule 24:b 4.

New York. College of the city of New York
New York. Collegiate church
New York (Colony)
NEW YORK (COLONY) - COMMERCE
New York (Colony) Governor
New York (Colony) Laws, statutes, etc.
New York. Cotton exchange
New York (County) Court house
New York county lawyers association
New York (County) Surrogate's court
New York day by day
New York historical society
New York. Public library
New York school of social work
New York. Sing Sing prison, Ossining
New York society library
New York (State)
New York (State) Adirondack survey
NEW YORK (STATE) - ANTIQUITIES
New York (State) Constitution
NEW YORK (STATE) CONSTITUTION
New York (State) Dept. of health
NEW YORK (STATE) - HISTORY
NEW YORK (STATE) - HISTORY - COLONIAL PERIOD
NEW YORK (STATE) - HISTORY - REVOLUTION
NEW YORK (STATE) - HISTORY - CIVIL WAR
New York (State) Judicial council
New York. State library, Albany
New York. State library school, Albany
New York state library school association, inc.
New York state museum
New York (State) University
New York. Stock exchange
New York Times
New York. Union theological seminary
New York university
New York. University club
New York university. Hall of fame

United States
United States, appellant
United States, complainant
United States, plaintiff
UNITED STATES
United States abridged life table
U.S. Agricultural adjustment administration
U.S. - AGRICULTURE, see AGRICULTURE - U.S.
U.S. Agriculture, Dept. of, see U.S. Dept. of
agriculture
U.S. air service [a periodical]
United States album
U.S. - ANTIQUITIES
U.S. Army

U.S. - ARMY
U.S. Army. A.E.F., 1917-1919
U.S. Army. Air corps
U.S. - ARMY - CAVALRY
U.S. ARMY - HISTORY
U.S. - BOUNDARIES
U.S. Bureau of the census
U.S. CAVALRY, see U.S. ARMY. CAVALRY
U.S. cavalry. 5th regt., 1855-
U.S. Cavalry school, Fort Riley, Kan.
U.S. - CENSUS
U.S. Census, Bureau of. see U.S. Bureau of the census
U.S. Census office, 6th, 1840
U.S. Census office, 7th, 1850
U.S. - CLAIMS VS GREAT BRITAIN
U.S. - CLAIMS VS MEXICO
United States conference of mayors
U.S. Congress (for arr. of subdivision see example under
Rule 39:o)
U.S. Constitution
U.S. CONSTITUTION
U.S. CONSTITUTION - BIBLIOGRAPHY
U.S. Constitution. 18th amendment
U.S. Dept. of agriculture
U.S. DEPT. OF AGRICULTURE
U.S. Dept. of agriculture. Forest service, see U.S.
Forest service
U.S. - ECONOMIC CONDITIONS
U.S. - FOREIGN RELATIONS
U.S. - FOREIGN RELATIONS [form and country divisions
interfiled]
U.S. - FOREIGN RELATIONS [period divisions arr.
chronologically]
U.S. Forest experiment station, Southern, New Orleans
U.S. Forest service
U.S. Geological survey
U.S. - HISTORY (for arr. of subdivision see example
under Rule 36)
United States housing corporation
U.S. infantry. 63rd regt., 1917-1919
U.S. Laws, statutes, etc.
United States. Medical research laboratory, Mineola, L.I.
United States merchant marine
United States-Mexican commission
United States-Mexico trade conference, 1st, Mexico (City),
1920
United States naval institute, Annapolis
U.S. NAVY
United States navy [a title]
U.S. Navy dept.
U.S. official pictures of the world war
U.S. Penitentiary, Atlanta, Ga.
U.S. - RELATIONS (GENERAL) WITH CHINA

U.S. - RELATIONS (GENERAL) WITH FRANCE
United States sanitary commission
United States steel corporation
U.S. tax cases
U.S. War dept.

Appendix III

TABLE OF NUMERALS

| | Danish | Dutch | French | German | Italian | Latin |
|---------|---------------------|----------------|------------------|-----------------|-------------|-----------------------|
| 1 | en (een) | een | un, une | ein | uno | unus, una, unum |
| 2 | to | twee | deux | zwei | duo | duo, duae, duo |
| 3 | tre | drie | trois | drei | tre | tre, tria |
| 4 | fire | vier | quatre | vier | quattro | quattuor |
| 5 | fem | vijf | cinq | fünf | cinque | quinque |
| 6 | seks | zes | six | sechs | sei | sex |
| 7 | syv | zeven | sept | sieben | sette | septem |
| 8 | otte | acht | huit | acht | otto | octo |
| 9 | ni | negen | neuf | neun | nove | novem |
| 10 | ti | tien | dix | zehn | dieci | decem |
| 11 | elleve | elf | onze | elf | undici | undecim |
| 12 | tolv | twaalf | douze | zwölf | dodici | duodecim |
| 13 | tretten | dertien | treize | dreizehn | tredici | tredecim |
| 14 | fjorten | veertien | quatorze | vierzehn | quattordici | quatuordecim |
| 15 | femten | vijftien | quinze | fünfzehn | quindici | quindecim |
| 16 | seksten | zestien | seize | sechzehn | sedici | sedecim |
| 17 | sytten | zeventien | dix-sept | siebzehn | diciasette | septendecim |
| 18 | atten | achtien | dix-huit | achtzehn | diciotto | duodeviginta |
| 19 | nitten | negentien | dix-neuf | neunzehn | diciannovo | undeviginta |
| 20 | tyve | twintig | vingt | zwanzig | venti | viginti |
| 21 | en og tyve | een en twintig | vingt et un | ein und zwanzig | ventuno | viginti unus |
| 30 | tredive | dertig | trente | driessig | trenta | triginta |
| 40 | fyrretyve | veertig | quarante | vierzig | quaranta | quadraginta |
| 50 | halvtred-sindstyve | vijftig | cinquante | fünfzig | cinquanta | quinquaginta |
| 60 | tresindstyve | zestig | sixante | sechzig | sessanta | sexaginta |
| 70 | halvfjerd-sindstyve | zeventig | soixante-dix | siebzig | settanta | septuaginta |
| 80 | firsindstyve | tachtig | quatre-vingt | achtzig | ottanta | octoginta |
| 90 | halvfem-sindstyve | negentig | quatre-vingt-dix | neunzig | novanta | nonaginta |
| 100 | hundrede | honderd | cent | hundert | cento | centum |
| 1000 | tusinde | duizend | mille (mil)* | tausend | mille | mille |
| million | | miljoen | million | million | milione | decies centena millia |

* Mil is used in dates.

TABLE OF NUMERALS

| | <i>Norwegian*</i> | | <i>Portuguese</i> | <i>Spanish</i> | <i>Swedish</i> |
|------|-------------------|--------------|---------------------|----------------|-------------------|
| 1 | eln, ei, eit | (en, ett) | um, uma | un, uno, una | en, ett, ene (a) |
| 2 | tvo | (to) | dois, dous, duas | dos | tva |
| 3 | tri | (tre) | tres | tres | tre |
| 4 | fire | | quatro | cuarto | fyra |
| 5 | fem | | cinco | cinco | fem |
| 6 | seks | | seis | seis | sex |
| 7 | sju | (syv) | sete | siete | sju |
| 8 | åtte | (otte) | oito | ocho | åtta |
| 9 | ni | | nove | nueve | nio |
| 10 | ti | | dez | diez | tio |
| 11 | elleve | | onzo | once | elva |
| 12 | tolv | | doze | doce | tolv |
| 13 | trettan | (trettan) | treze | trece | trettan |
| 14 | fjortan | (fjorten) | quatorze | catorce | fjorton |
| 15 | femtan | (femten) | quinze | quince | femton |
| 16 | sekstan | (seksten) | dezeseis | diez y seis | sexton |
| 17 | syttan | (sytten) | dezeseis | diez y siete | sjutton |
| 18 | attan | (atten) | dezoito | diez y ocho | aderton |
| 19 | nittan | (nitten) | dezenove | diez y nueve | nitton |
| 20 | tjuge | (tyve) | vinte | veinte | tjugu (tjugo) |
| 21 | ein og tjuge | (en og tyve) | vinte e um | veintiuno | tjuguen (tjuguet) |
| | | | | (veinte y uno) | |
| 30 | tretti | (tredve) | trinta | treinta | trettio |
| 40 | fyrti | (firti) | quarenta | cuarenta | fyrtilo |
| 50 | femti | | cincoenta | cincuenta | femtio |
| 60 | seksti | | sessenta | sesenta | sextilo |
| 70 | sytti | | setenta | setenta | sjuttio |
| 80 | åtti | (ottu) | oitenta | ochenta | attio |
| 90 | nitti | | noventa | noventa | nittio |
| 100 | hundred | (hunrede) | cem | cien, ciento | hundra |
| 1000 | tusund | (tusen) | mil | mil | tusen |
| | million | | milhão | milhon | |

* The numerals on the left belong to the "Landsmal;" those in curves are the variations of the "Riksmal."

| | | | |
|---|-----------------------------|---------------------------|--|
| 1 Corinthians, 94 | Gospels and Acts, 77 | Matthew, 78 | 2 Maccabees, 68 |
| 1 Enoch, 75 A-Z | Gospels of infancy, 122 A-Z | Micha, 49 | 2 Peter, 114 |
| 1 Esdras, 62 | Habakkuk, 51 | Minor prophets, 43 | 2 Samuel, 19 |
| 1 John, 116 | Hagiographa, 14 | Nahum, 50 | 2 Thessalonians, 102 |
| 1 Kings, 21 | Hebrews, 109 | Nehemiah, 27 | 2 Timothy, 106 |
| 1 Maccabees, 67 | Heptateuch, 3 | New Testament, 76 | Song of Solomon, 35 |
| 1 Peter, 113 | Hexateuch, 4 | Numbers, 9 | Song of the Three Holy Children, 71 |
| 1 Samuel, 18 | Historical books, 11 | Obadiah, 47 | Testament of Abraham, 75 A-Z |
| 1 Thessalonians, 101 | History of Susanna, 64 | Octateuch, 2 | Testament of Job, 75 A-Z |
| 1 Timothy, 105 | Hosea, 44 | Odes of Solomon, 75 A-Z | Testaments of the three patriarchs, 75 A-Z |
| Five scrolls, 15 | Isaiah, 38 | Old Testament, 1 | Testaments of the 12 patriarchs, 75 A-Z |
| 4 Ezra, 75 A-Z | James, 111 | Pastoral epistles, 103 | Thessalonians, 100 |
| 4 Maccabees, 75 A-Z | Jeremiah, 39 | Pentateuch, 5 | 3 Enoch, 75 A-Z |
| Galatians, 96 | Job, 31 | Peter, 112 | 3 John, 118 |
| Genesis, 6 | Joel, 45 | Philemon, 108 | 3 Maccabees, 75 A-Z |
| Gospel according to the Hebrews, 122 A-Z | Johannine literature, 83 | Philipians, 98 | Timothy, 104 |
| Gospel of Nicodemus, 122 A-Z | John, 84 | Poetical books, 30 | Titus, 107 |
| Gospel of Peter, 122 A-Z | Jonah, 48 | Prayer of Manasseh, 69 | Tobit, 72 |
| Gospel of Pseudo-Matthew, 122 A-Z | Joseph and Asenath, 75 A-Z | Prophets, 36 | Transitus Mariae, 122 A-Z |
| Gospel of the infancy according to St. Peter, 122 A-Z | Joshua, 12 | Protevangelium, 122 A-Z | Wisdom literature, 29 |
| Gospel of the twelve apostles, 122 A-Z | Jude, 119 | Proverbs, 33 | Wisdom of Solomon, 73 |
| Gospels, 78 | Judges, 13 | Psalms, 32 | Zechariah, 54 |
| Gospels (Apocryphal books) 122 A-Z | Judith, 65 | Psalms of Solomon, 75 A-Z | Zephaniah, 52 |
| | Kings, 20 | Rest of Esther, 70 | |
| | Lamentations, 40 | Revelation, 120 | |
| | Leviticus, 8 | Romans, 92 | |
| | Logia Iesou, 122 A-Z | Ruth, 16 | |
| | Luke, 82 | Samuel, 17 | |
| | Luke and Acts, 81 | 2 Chronicles, 23 | |
| | Major prophets, 37 | 2 Corinthians, 95 | |
| | Malachi, 55 | 2 Enoch, 75 A-Z | |
| | Mark, 80 | 2 John, 117 | |
| | | 2 Kings, 22 | |

CANONICAL ARRANGEMENT

The order is that of the English authorized version with insertion of the names of groups of books before the first book in the group

| | | | |
|----------------------|------------------|-----------------------|--------------------|
| 1. Old Testament | 14. Hagiographa | 28. Esther | 39. Jeremiah |
| 2. Octateuch | 15. Five scrolls | 29. Wisdom literature | 40. Lamentations |
| 3. Heptateuch | 16. Ruth | 30. Poetical books | 41. Ezekiel |
| 4. Hexateuch | 17. Samuel | 31. Job | 42. Daniel |
| 5. Pentateuch | 18. 1 Samuel | 32. Psalms | 43. Minor prophets |
| 6. Genesis | 19. 2 Samuel | 33. Proverbs | 44. Hosea |
| 7. Exodus | 20. Kings | 34. Ecclesiastes | 45. Joel |
| 8. Leviticus | 21. 1 Kings | 35. Song of Solomon | 46. Amos |
| 9. Numbers | 22. 2 Kings | 36. Prophets | 47. Obadiah |
| 10. Deuteronomy | 23. Chronicles | 37. Major prophets | 48. Jonah |
| 11. Historical books | 24. 1 Chronicles | 38. Isaiah | 49. Micah |
| 12. Joshua | 25. 2 Chronicles | | 50. Nahum |
| 13. Judges | 26. Ezra | | 51. Habakkuk |
| | 27. Nehemiah | | |

| | | | |
|--|---|--|--|
| 52. Zephaniah | 69. Apocrypha. Prayer of Manasses | 81. Luke and Acts | 102. 2 Thessalonians |
| 53. Haggai | 70. Apocrypha. Rest of Esther | 82. Luke | 103. Pastoral epistles |
| 54. Zechariah | 71. Apocrypha. Song of the Three Holy Children | 83. Johannine literature | 104. Timothy |
| 55. Malachi | 72. Apocrypha. Tobit | 84. John | 105. 1 Timothy |
| 56. Apocrypha and Apocryphal books | 73. Apocrypha. Wisdom of Solomon | 85. Acts, Epistles and Revela- tion | 106. 2 Timothy |
| 57. Apocrypha | 74. Apocryphal books | 86. Acts and Epis- tles | 107. Titus |
| 58. Apocrypha. Baruch | 75. Apocryphal books, A-Z [Individual apocryphal books in al- phabetical order] | 87. Acts | 108. Philemon |
| 59. Apocrypha. Bel and the Dragon | 76. New Testa- ment | 88. Epistles and Gospels, Liturgical | 109. Hebrews |
| 60. Apocrypha. Ecclesiasticus | 77. Gospels and Acts | 89. Epistles and Revelation | 110. Catholic epistles |
| 61. Apocrypha. Esdras | 78. Gospels | 90. Epistles | 111. James |
| 62. Apocrypha. 1 Esdras | 79. Matthew | 91. Epistles of Paul | 112. Peter |
| 63. Apocrypha. 2 Esdras | 80. Mark | 92. Romans | 113. 1 Peter |
| 64. Apocrypha. History of Susanna | | 93. Corinthians | 114. 2 Peter |
| 65. Apocrypha. Judith | | 94. 1 Corinthians | 115. Epistles of John |
| 66. Apocrypha. Maccabees | | 95. 2 Corinthians | 116. 1 John |
| 67. Apocrypha. 1 Maccabees | | 96. Galatians | 117. 2 John |
| 68. Apocrypha. 2 Maccabees | | 97. Ephesians | 118. 3 John |
| | | 98. Philippians | 119. Jude |
| | | 99. Colossians | 120. Revelation |
| | | 100. Thessalonians | 121. Apocryphal books |
| | | 101. 1 Thessalo- nians | 122. Apocryphal books, A-Z [Individual apocryphal books in al- phabetical order] |

Appendix V

LIST OF THE RULES RECOMMENDED TO SMALL LIBRARIES. COMPREHENSIVE EXAMPLE.

It is recommended that libraries which require a simple arrangement adopt and check the rules listed below:—

- 1 Basic rule
- 2: a,c Modified letters (umlaut, etc.)
- 3: c Ampersand
- 4: a,b,d Initials
- 5 Abbreviations
- 6 Elisions
- 7 Initial article
- 8 Punctuation marks
- 9 Numerals
- 10: a Words spelled in two ways
- 11 Hyphenated and compound words
- 12 Names compounded of two words
- 13 Names with a prefix
- 14 Oriental names
- 15 Names spelled differently (including Note)
- 16 Forenames (general rules)
- 18 Forename entries (Arrangement 2)
- 19 Surname entries
- 20: b Compound surnames
- 21: b Name of clan, family, etc.
- 22: b Firm names
- 23 Nobleman's title
- 24: b Order of entries (Alphabetic order)
- 25 Arrangement under author (general rules)
 - 25: a (Works by the author) 1, 2, 3, 4, 5, 6, 7 (a)
 - 25: b (Works about the author)
- 27 Corporate entries

29 Bible (Alphabetic order) *See Note* following the example for a still more simple arrangement.

32 Place arrangement (Alphabetic order)

35 Subject arrangement (Alphabetic order) *See Note* following example for a still more simple arrangement.

36 *See also* references

37 Title arrangement *a, b, c, d, e, f2*

38 Chronological and numerical arrangements

The entries in the following comprehensive example are arranged according to the simplest alphabetical order, except that personal surnames precede other entries beginning with the same word (see Rule 24: b2). Small libraries may prefer to interfile personal names also.

COMPREHENSIVE EXAMPLE

A B C book
 A. E. see Russell, George William
 A., F. P. see Adams, Franklin Pierce
 A.L.A. see American library association
 A.L.A. booklist
 A la mer
 Agard, Carl Johann
 Abbot, Willis John
 Abbott, Albert
 Abbott, Miss E. C.
 Abbott, Edith
 'Abd al-Hamid II, sultan of the Turks
 'Abd al-Latif
 'Abd Allāh ibn Ahmad, called Ibn al-Baitar
 'Abd Allāh Sfer, pasha
 'Abd el-Halim Kararah, Muhammad
 Abdullah, Achmed
 A Beckett, Arthur William
 Abes, Fritz
 About face
 Abū al-'Alā
 Abū al-Fidā
 Abū Bakr ibn al-Tufail, Abu Ja'far
 Abū Sa'īd
 Abucacim
 Abū'l 'Alā, see Abu al-'Alā
 Abūl-Fazl, mirza
 L'abuse en court
 R. Accademia dei Lincei, Rome
 ACCIDENTS
 1812; ein historischer roman [achtzehnhundert zwölf]
 American library association
 American library association, see also titles beginning
 A. L. A.
 American peace congress, 1st, New York, 1907
 American peace congress, 3rd, Baltimore, 1911

— — and ships and sealing wax
Andersen, Hans Christian
Anderson, Arthur
Anderson, James
Anderson's college, Glasgow
Anderssen, Adolf
Art, v.1 - [title of a periodical]
ART
 Brown, G.B. The fine arts
ART
 Brownell, Baker. Art in action
ART
 Thurston, C.H.P. Structure of art
Art: a commodity
Art age
ART - American
ART - Ancient
Art and Mrs Bottle
ART AND MORALS
ART - BERLIN
ART - BIBLIOGRAPHY
ART - DECORATIVE
Art foliage
ART - FRANCE
ART - GREEK
ART - HISTORY
ART INDUSTRIES AND TRADE
ART - MUNICIPAL
L'art romantique
ART - U.S.
Art weaving
Atlantic readers. Primer
Atlantic readers. Bk.1
Atlantic readers. Bk.3
Bible
 The Bible and its story
Bible
 Die Heiligen Schriften
Bible
 The Holy Bible... 1885
Bible
 The Holy Bible... 1904
Bible
 La Sainte Bible
Bible
 The Scofield reference Bible
BIBLE
BIBLE AND SCIENCE
BIBLE - ANTIQUITIES
Bible as literature
Bible beautiful
BIBLE - BIBLIOGRAPHY
A bible for freshmen

Bible music
Bible. N.T.
Bible. N.T. Gospels
Bible. O.T.
BIBLE. O.T.
Bible. O.T. Amos
Bible. O.T. I Chronicles
Bible. O.T. II Chronicles
Bible. O.T. Daniel
BIBLE. O.T. DANIEL
BIBLE. O.T. - HISTORY
Bible. O.T. Pentateuch
Bible. Paraphrasee
Bible plays [a title]
Bible. Selections
BIBLE - VERSIONS
Bibliothèque d'anthologie
Bibliothèque d'histoire
Bibliothèque de la révolution
Bohlen lectures, 1899
 Nasb, H.S. Ethics and revelation
Bohlen lectures, 1925
 Bell, W.C. Sharing in creation
Böök, Fredrik
Book, William Frederick
The book about aircraft
BOOK-BINDING, see BOOKBINDING
BOOK COVERS
A book of garden flowers
BOOKBINDING
BOOKBINDING, see also BOOK COVERS
Bookbinding and the care of books
BOOKBINDING - EXHIBITIONS
BOOKBINDING - GREAT BRITAIN
BOOKBINDING - HISTORY
Bookbinding leather committees
BOOKBINDING - MOHAMMEDAN
BOOKBINDING - U.S.
The Bookman. London [a periodioal]
The Bookman; a review of books and life. New York
The Bookman; an illustrated literary journal. New York
The Bookman
 Robert Louis Stevenson
The Bookman anthology of essays
The bookman's manual. 1935
The bookman'e manual. 1928
BOOKS
Books; a weekly review
Books about books
Boy Scouts
BOYCOTT
BOYS' CLUBS
Boy's King Arthur

Boys of '76
Brown, Capt
Brown, Mrs
Brown, A. G.
Brown, Albert
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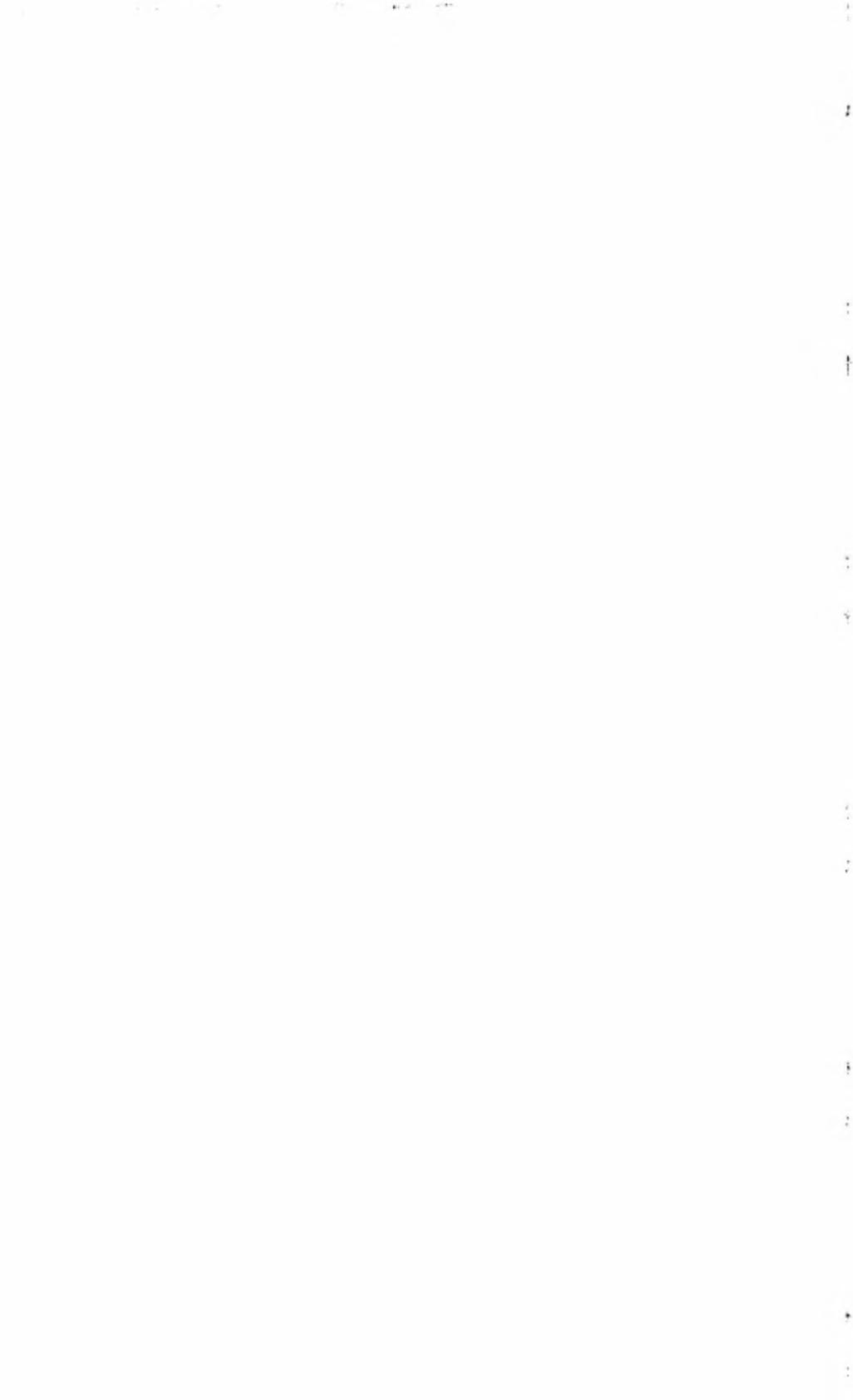
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